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ABSTRACT

This guide was written for displaced homemakers and other women in transition who are concerned about finding employment or additional education, or who need help with child care, legal matters, financial planning, personal counseling, or other special issues. It provides an outline of some of the resources available in Connecticut to help these women. Chapter I, Entering the World of Work, contains sections on employment counseling, job services, starting a business, and employment and the law. Chapter II discusses education and training programs. Chapter III lists displaced homemaker programs in Connecticut. Chapter IV lists counseling services for battered women, rape victims, and other victims of crime. Chapter V concerns financial matters and includes sections on government financial assistance, counseling for money management, insurance, financial aid for education, child support enforcement, and legislative initiatives. Chapter VI lists sources of legal help, suggests questions to ask an attorney, and notes what records to keep. Chapter VII examines the issue of child care and considers available child care options. Twelve appendices provide lists of resources including Info-Line telephone numbers, employment and other counseling services, educational/vocational programs, child care resources, and useful publications. (NB)

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CROSSING BRIDGES

A GUIDE FOR DISPLACED HOMEMAKERS
AND OTHER WOMEN IN TRANSITION

Permanent Commission on the Status of Women
90 Washington Street
Hartford CT 06106
Phone (203) 566-5702

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INTRODUCTION

"WOMEN IN TRANSITION"

SEPARATED?

WIDOWED?

DIVORCED?

If any of these situations apply to you, you are a "woman in transition," a woman moving from one role in life to another.

As a woman in transition you have special concerns to work through and may need to think about the following issues:

- finding a job
- additional education or training
- child care
- legal matters
- money problems and financial planning
- personal counseling
- special issues that pertain to your particular situation

This booklet has been designed with you in mind and outlines a sampling of available resources in Connecticut to assist you in your efforts to put your life in order.

If you need special assistance, or further information, please call or write to us. We are the PERMANENT COMMISSION ON THE STATUS OF WOMEN (PCSW), a state agency, mandated under Title 46a of the Connecticut Statutes to work toward the elimination of sex discrimination and to help improve the status of women.

PERMANENT COMMISSION ON THE STATUS OF WOMEN
90 Washington Street
Hartford CT 06106
(203) 566-5702

I. ENTERING THE WORLD OF WORK

A. Employment Counseling... A Good Place to Start

If you are uncertain about which job or career is right for you, employment counseling can play an important role in helping you to define your interests, and explore a wide range of career options, to find out which occupations are in demand in Connecticut, and to consider the potential and upward mobility of the career you choose. In brief, career counseling can help you to plan your career and start you on the right path.

A more general section on counseling begins on page 21, of this booklet. Appendix "B" lists a sampling of employment counseling services, and appendix "C" identifies a variety of resources which provide personal counseling, counseling for children, and other counseling services.

Some Points to Consider....

The reason we emphasize career counseling and exploration is to encourage women to consider a wide range of career options before setting their sights on a particular career path. Lack of career information often limits women to a very small part of the occupational spectrum.

Today, most women work in jobs that are traditional for women. In fact, 80% of women in the labor market are in clerical, sales, service or lower paying factory jobs. Examples of traditional jobs for women are secretaries, retail sales clerks, cashiers, and direct line assemblers.

Nontraditional jobs for women are jobs where very few females are employed. Many of these jobs are skilled trade and technical occupations, such as trucking, plumbing, machining and electrical work, and many others that women are beginning to think of as new career options. Other examples of nontraditional jobs for women are machine repair, heating and air conditioning installation and repair, heavy equipment operation, electronics and computer repair. There are hundreds of "nontraditional" occupations.

You may be pleasantly surprised to learn that many nontraditional jobs require skills that you may already have. Women who are concerned about learning technical math may take heart in realizing that over 90% of all bookkeepers are women. If women can learn enough math to do bookkeeping, they can certainly learn the math required for technical jobs, including technical jobs in the computer industry.

There are many ways to apply your old skills in a new, and more profitable way. If you have sold cosmetics in your spare time, and you like working in sales, why not think about preparing for and pursuing a job selling computer software? Think of all the women who do needlecraft; a skill that requires graph reading. Sewing patterns and needlepoint are not so very different from electrical diagrams!

There are many excellent reasons for choosing a nontraditional job. You may enjoy being a pathfinder, and a role model for other women who will enter skilled craft or technical occupations in years to come. You may enjoy the challenge of "hands on" work and the sense of accomplishment that comes from learning and practicing a skilled trade, and certainly, you may enjoy the financial rewards of a job which pays well and which offers good chances for upward mobility.

Earnings

Earnings, are, of course, an important consideration in deciding on a career path. Women who work full time all year have median incomes which are roughly 60% of the incomes of their male counterparts. In 1983, in the Northeast, women in full time jobs had a median income of \$15,061 per year compared with \$23,280 per year for men in full time jobs. That is because most jobs that women do pay less than jobs traditionally held by men.

Examples of Average Hourly Earnings for Nontraditional Occupations

<u>Nontraditional for Women</u>		<u>Nontraditional for Men</u>	
Electronics Mechanics	\$ 7.60	Receptionist	\$4.77
Plumber	8.63	Sales, Women's	
Electrician	8.67	Apparel & Accessories	3.52
Drafter, Mechanical	6.96	Cleaner,	
Systems Analyst, Electronics		Housekeeping	4.01
Data Processing	11.34	Nurse Aid	4.23
Civil Engineer	9.12	Nurse, LPN	7.22
		Secretary	6.20

Source: Connecticut Labor Department, Occupations in Demand at Job Service Offices in Connecticut, March 1984.

Note: Figures reflect average value of starting wages.

Most skilled craft and technical occupations do not require a four year college degree. Many, however, do require a high school or equivalency diploma. Some demand apprenticeship, while others require vocational-technical training, but training is available.

Whether you choose a traditional or nontraditional job, the point is, to make a well informed decision, and to enter a career that best suits your own interest and needs. Career counseling will help you to explore the possibilities and choose the path that is right for you.

Sources of Information

The counseling services listed in (Appendix "B"), are good places to start your search for the right career path. In addition, you may wish to utilize the following resources:

EDUCATION & EMPLOYMENT INFORMATION CENTER
56 Arbor Street
Hartford CT 06106

1-800-842-0229 (toll free number)
566-8118 (Hartford)

The Education and Employment Information Center (EEIC) is a project of the State of Connecticut, Department of Higher Education. The center operates a toll-free hotline and offers information and referral concerning occupational and educational opportunities, including:

- basic skills improvement
- adult and continuing education (colleges and universities)
- career guidance, testing and counseling services
- student financial assistance
- programs and services for displaced homemakers

In addition, the EEIC has computer terminals which furnish information about careers which may interest you. The material on the computer describes:

- The duties of various occupations
- The education you need to qualify for a particular type of job
- Employment potential for various occupations in Connecticut
- Where to get additional information about careers or occupations

The EEIC publishes a booklet, Counseling and Job Placement Services in Connecticut, which is available free of charge and may be requested by phone.

You may also contact the Permanent Commission on the Status of Women for additional information about nontraditional jobs. The Commission has published a booklet entitled, Nontraditional Jobs for Women: A Resource Guide for Connecticut Women and Career Counselors. The booklet is available free of charge from the Commission office. In addition, the Commission maintains lists of role models, women in nontraditional occupations who may be able to assist you in learning about their jobs. People who are already employed in such occupations can often give you solid information about their jobs, the training required for the particular occupation, and details about the work itself. Write to the Commission Office at 90 Washington Street, Hartford CT 06106, or call 566-5702

The Dictionary of Occupational Titles and the Occupational Outlook Handbook published by the U. S. Labor Department, are available at most libraries. These books provide job descriptions, and a range of information about hundreds of occupations.

B. Finding A Job.....Services That Help!

If you are re-entering the job market after a long period of time or if you have never had a paid position, you may need information about places which help you find a job. You may also have to consider additional education or training before you can begin hunting for the type of job you want. We will discuss continuing education in section II of this booklet. However, when you are ready for employment, there are a number of options to consider, some of which are explored in this section.

This chapter will give you some ideas on where to begin to look for a job including, for example, state and federal offices, local job service offices, etc.

Connecticut Job Service Offices

One of the best places to begin the actual search for paid employment is the JOB SERVICE office. Job Service is a division of the Labor Department of the State of Connecticut, and offers the following services:

1. job placement
2. job counseling and testing
3. filing of unemployment compensation claims

At JOB SERVICE offices, descriptions of available job openings are listed on microfilm. You may review these openings at individual "monitors." The microfilms give you information about openings, but do not give the names of actual employers. Potential applicants must register to see a counselor in order to get that information.

CONNECTICUT JOB SERVICE OFFICES

	Tel:
555 Main St., Ansonia	734-3367
816 Fairfield Ave., Bridgeport	579-6262
59 North Main St., Bristol	582-7421
64 West St., Danbury	797-4140
14 School St., Danielson	774-9379
620 Enfield St., Enfield	745-3371
90 Washington St., Hartford	566-5771
806 Main St., Manchester	649-4558
24 South Grove St., Meriden	238-6100
170 B/Metro Square, Middletown	344-2993
100 Arch St., New Britain	827-7765
634 Chapel St., New Haven	789-7734
94 Captain's Walk, New London	443-8321
731 West Ave., Norwalk	838-4104
1 Railroad Ave., Norwich	889-5247
20 Summer St., Stamford	348-7505
350 Main St., Torrington	482-5581
83 Prospect St., Waterbury	755-0353
478 Valley St., Willimantic	423-2521

Employment With The State Of Connecticut

Department of Administrative Services
Division of Personnel and Labor Relations
Recruitment Unit
122 Washington Street
Hartford CT 06106
Tel: 566-2480

Many potential state employees must take an exam for the type of work they are considering. All upcoming exams are posted at 122 Washington Street, Hartford. A list of the people who have passed the examinations is circulated to all state agencies when openings exist for that particular type of job. Contact the Personnel Division to find out about upcoming exams. The Personnel Division will also assist individuals to obtain non-competitive positions through referral to the appropriate state agency, where a vacancy exists.

Employment With The Federal Government

U.S. Government
Office of Personnel Management
450 Main Street
Hartford CT 06103
Tel: 722-3098

The Office of Personnel Management can provide information about federal jobs, register individuals to take qualifying exams and assist individuals who wish to apply for specific job opportunities.

C. Starting Your Own Business

You may wish to become self-employed by starting your own business. The following resources can provide various kinds of assistance to help you plan and start a business of your own.

The U.S. Small Business Administration:

The U.S. Small Business Administration (SBA) can provide you with material and information about starting your own business. The SBA also has programs of financial assistance for small business.

Small Business Administration
Small Business Specialist
One Hartford Square
Hartford CT 06106
Tel: 722-3600

The Connecticut Small Business Development Center (CSBDC) is a statewide organization funded through a matching grant from the federal Small Business Administration (SBA) to the University of Connecticut.

The objective of the CSBDC is to improve the quality of management and operation of small business enterprise and to stimulate the expansion of small businesses. The CSBDC offers counseling, training and information to business owners and prospective business owners. The service is offered free of charge.

Hartford

University of Connecticut
MBA Office
39 Woodland Street
Hartford CT 06105
Tel: 241-4986

New Haven

Chamber of Commerce
195 Church Street
New Haven CT 06506
Tel: 787-6735

New London

Chamber of Commerce
of Southeastern Connecticut
1 Whale Oil Row
New London CT 06360
Tel: 443-8332

Stamford

S.A.C.I.A.
1 Landmark Square
Stamford CT 06901
Tel: 359-3220

Bridgeport

Business Industry Council
180 Fairfield CT 06604
Bridgeport CT 06604
Tel: 355-3800

Waterbury

Greater Waterbury Chamber
of Commerce
32 North Main Street
Waterbury CT 06702
Tel: 757-0701

The Connecticut Department of Economic Development

The Connecticut Department of Economic Development includes an Office of Small Business Affairs which can provide management and technical assistance information on the "how-to's" of establishing a business. The office can help you to develop and package your business plan and help you to identify sources for financial assistance. The office also publishes a listing of women-owned businesses.

Office of Small Business Affairs
Department of Economic Development
210 Washington Street
Hartford CT 06106
Tel: 566-4051

HUB Program for Women's Enterprise

The HUB Program for Women's Enterprise is a special project designed to help women-owned businesses to obtain training and acquire loans. *

HUB Program for Women's Enterprise
c/o Hartford Economic Development Corp.
15 Lewis Street
Suite 210
Hartford CT 06103
527-1301

* Effective January, 1985 for residents of Hartford and bordering towns.

D. Employment And The Law

Women who are employed, or seeking employment, should be aware of basic state and federal laws which prohibit sex discrimination in employment. These laws and executive orders make it illegal to discriminate in terms and conditions of employment.

Federal Law, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, prohibits employment discrimination by State and local government and by private sector employers (with fifteen or more employees), on the basis of race, color, religion, sex or national origin.

State Law, Connecticut's Discriminatory Practices Act, (Connecticut General Statutes 46a-60 through 46a-61) parallels Title VII, and prohibits discrimination on the basis of race, color, religious creed, age, sex, national origin, ancestry, present or past history of mental illness, retardation or physical disability, including but not limited to blindness. Employers with three or more employees, employment agencies and labor organizations are covered. The state and federal laws provide protection against discrimination on the basis of pregnancy. In addition, state and federal laws define and prohibit sexual harassment, unwanted advances of sexual nature which interfere with your ability to do your work or which create a hostile or offensive working environment.

Pre-employment or interview questions may form the basis of discrimination when they are asked of one sex but not the other. Connecticut's Discriminatory Practices Act (section 46a-60a(9)) prohibits employers, employment agencies from requesting information about an individual's "childbearing age or plans, pregnancy, function of the individual's reproductive system, use of birth control methods or the individual's familial responsibilities, unless such information is directly related to a bonafide occupational qualification or need, provided an employer, through a physician, may request from an employee any such information which is directly related to workplace exposure to substances which may cause both defects or constitute a hazard to an individual's reproductive system or to a fetus if the employer first informs the employee of the hazards involved in exposure to such substances."

It is important to know your legal rights in the job market. Further information about anti-discrimination laws may be obtained by writing to the Permanent Commission on the Status of Women (PCSW), 90 Washington Street, Hartford CT 06106, or by calling 566-5702.

The PCSW is a state agency mandated to work toward the elimination of sex discrimination and to help improve the status of women in Connecticut. Publications available free from the Commission include: Women's Job Rights and How to Use Them, an explanation of the laws which prohibit discrimination, and Pregnancy and Your Job Rights, an overview of State and Federal laws that prohibit discrimination against the pregnant worker.

While the Commission is not an enforcement agency, its staff can provide information about women's legal rights and can assist individuals who are confronting

problems of sex discrimination. The PCSW staff can also assist individuals to file complaints with the State Commission on Human Rights and Opportunities (CHRO), and monitor the progress of the complaint throughout the process.

PERMANENT COMMISSION ON THE STATUS OF WOMEN
90 Washington Street
Hartford CT 06106
Tel: 566-5702

The State Commission on Human Rights and Opportunities is the State agency mandated to enforce Connecticut's anti-discrimination laws. Complaints must be filed with CHRO within 180 days of the date of discrimination. Four regional offices handle complaints.

Connecticut Commission on Human Rights and Opportunities

Capitol Region
1229 Albany Avenue
Hartford CT 06112
Tel: 566-7710

Eastern Region
302 Captain's Walk
New London CT 06320
Tel: 477-1485

West Central Region
232 North Elm Street
Waterbury CT 06072
Tel: 754-2108

Southwest Region
1115 Main Street
Bridgeport CT 06604
Tel: 579-6246

The Connecticut Women's Education and Legal Fund (CWEALF), a private, non-profit public interest law firm, can also provide information about the legal rights of women. There are two Connecticut offices:

Hartford

CWEALF
22 Maple Avenue
Hartford CT 06114
Tel: 247-6090

New Haven

CWEALF
614 Orange Street
New Haven CT 06511
Tel: 865-0188

Don't Overlook These Resources In Your Job Search:

1. Classified ads in your local newspaper
Remember: It is unlawful for newspaper ads to segregate jobs according to sex. You are free to answer any ad for a job you believe you are qualified for.
2. Private Employment Agencies
These agencies may charge a fee to job hunters. Many agencies offer "fee paid" services. This means that the hiring agent pays the employment fee. Check your local telephone directory for these phone numbers.

3. **Placement Offices of your Local Community Colleges**
Some placement offices maintain an "open" office. This means that job listings are offered to the general public as well as to students of the college. If in doubt, call first to inquire.
4. **Job Fairs or Career "Espos"**
Job fairs and career expositions are sponsored by area businesses and manufacturing firms to tell job seekers about the opportunities they offer. These events are usually advertised in newspapers and on local radio or television stations.
5. **Friends and Relatives**
Maximize some of your best resources, friends, relatives, and neighbors. Tell everyone that you are looking for work. They may know of someone who needs exactly the talents you have to offer. It's worth the time and effort required to expand your employment possibilities by "spreading the word."

A postscript

Finding a job means going through a series of steps. To make this process easier, it might be helpful to keep a record of who you have contacted and what you have done. You may wish to get a notebook and keep a record of everything you have done and are doing to find a job. This might include the people you have talked with, or those you plan to speak with; ads you have responded to from area newspapers; public and private agencies you have contacted and the dates of those contacts; names and telephone numbers of personnel managers and any other notes which may be of help to you when you call back to check on the status of your application. After a job interview, don't forget to send a follow-up thank you letter. You can never tell where such courtesy leads. Don't be afraid to make yourself known! Your local library is a good source of information about job search techniques. Ask about job manuals or books on how to market yourself in today's world of work.

II. EDUCATION & TRAINING

You may find that you need additional education or training in order to upgrade basic skills or to prepare for the career of your choice. Some individuals may need to earn a high school equivalency certificate while others may need to acquire additional training through vocational or higher education.

There are a variety of education and training resources in Connecticut. This chapter identifies some of these resources and provides information to help you find the education or training program that best suits your needs.

You may wish to contact the Education and Employment Information Center (EEIC) for a copy of Skill Development Courses and Services in Connecticut, from which some of this material is taken. Call their toll-free number 1-800-842-0229 or, in Hartford, 566-5702.

A. Education

Adult Education programs include instruction in Adult Basic Education, English as a Second Language, and Citizenship, and also include Adult High School Diploma Programs, and High School Equivalency through General Educational Development Testing. These components of Adult Education are explained briefly below. For further information, please contact your local Director of Adult Education. (See Appendix "D" for a list of these directors).

Adult Basic Education Programs emphasize basic reading skills, vocabulary development, correct English usage, computation skills, and life skills which enable individuals to function responsibly in various roles.

English as a Second Language (ESL) programs provide instruction in English through listening, speaking, reading and writing.

Citizenship - This program offers instruction in advanced grammar, composition, and conversation through textbooks, newspapers and other reading materials and generally acquaints individuals seeking citizenship with American life and history.

Earning a High School Diploma or Equivalency - An adult may earn a high school diploma through successful completion of an adult high school diploma. Counselors assess the individual's previous course work and experiences and develop individual plans of study. (See Appendix "D" for a listing of adult high school diploma programs).

Getting a High School Diploma Through The General Educational Development (G.E.D.) Testing Program - The G.E.D. testing program is designed to appraise general educational development and to award a diploma to adults who have left high school before graduation. The five subjects tested are writing skills, social studies, science, reading and mathematics.

The test is also administered periodically, in Spanish in Bridgeport, New Haven, Hartford, Norwalk, Willimantic, Putnam, New Britain, Waterbury, Danbury and Norwich. To apply, you must fill out an application card in person before a designated official in your local school system. Your superintendent of Schools or the Director of Adult Education in your school district can provide you with the name and address of this person.

A sample copy of the G.E.D. can be obtained in English, French, or Spanish, from the: Brochure of Information for Candidates, ACE Publishing Division, Suite 826, One Dupont Circle, Washington, D.C. 20036. The cost for the sample, (a copy of an old text), is \$2.60.

For information about G.E.D. testing program, contact the:

High School Equivalency Testing Program
State Department of Education
P.O. Box 2219
Hartford CT 06115
Tel: 566-8223 or 566-8252

or call the Adult Education Director in your town. (See Appendix "D" for a list of adult education directors).

Vocational Technical Schools

There are three types of training available for adults at the vocational-technical schools: two-year, full-time training with the regular student body; full-time vocational training to prepare adults for entry level jobs in industry; and part-time, supplemental courses that provide introductory vocational training. The first two types of programs are free, and low cost tuition is required for supplemental courses. Some of the adult vocational-technical courses are co-sponsored by industry, and the sponsoring industry makes special efforts to place students who successfully complete the programs.

Adult programs available in these schools cover a wide range of trade areas, including welding, graphic communications and meter mechanics, industrial electronics, carpentry, practical nursing, dental laboratory technology and many others.

Contact the vocational-technical school nearest you for information about the programs offered. (See Appendix "C" for a list of vocational-technical schools in Connecticut).

State Technical Colleges

Students must have high school diploma or the GED for admission. You may attend technical college either part-time or full-time. Courses are offered in technologies such as materials engineering, graphic communications, industrial drafting and civil engineering. There are day time and evening

classes, and tuition is reasonable. Students earn 3 or 4 "credits" per course. The fee for day time courses is \$16.00 per credit. The fee is a \$31.00 per credit in the evening programs. There are financial aid programs available. You should ask the financial aid office at the college for information. The technical colleges are trying to recruit more women. If you are interested in attending write: "Careers," P.O. Box 12014, Hartford CT, or call 566-3981 (Hartford) to receive information about the college nearest you. (Please see Appendix "F" for a list of state technical colleges in Connecticut).

Your Local Community College

Now, more than ever, most community college students graduate from occupational/career programs. The course offerings are developed in direct response to current and projected state employment trends. Community College offerings might be of special interest to women seeking nontraditional careers, since they offer a wide variety of courses like engineering design and automotive technology as well as more traditional course offerings in business skills for example. All the community colleges offer developmental or basic skills courses in math and English.

Tuition Information

Tuition for full-time students is approximately \$202.00 per term for tuition and fees. There are two terms per year. Part-time students pay about \$27.00 per course plus \$20.00 in fees. Tuition is waived for persons with demonstrated financial need. Ask the local college's financial aid office for assistance in financing your education. (Please see Appendix "F" for a list of community colleges in Connecticut).

If you decide to pursue an undergraduate or graduate degree, you may wish to contact other institutions of higher education in Connecticut. (Please see Appendix "F" for a list of public colleges and institutions).

Charter Oak College Program

The Connecticut Board of State Academic Awards offers this alternative to going back to college and gives students the opportunity to obtain a degree on the basis of tests and validation of previous studies. There are no classes to attend and the student can proceed at his/her own pace.

Contact: Board of State Academic Awards
Charter Oak Avenue
340 Capitol Avenue
Hartford CT 06106
Tel: 566-7230
Toll Free 1-800-842-2220, ext. 42

Division of Vocational Rehabilitation (DVR)

DVR is a State agency that works with emotional and/or physically handicapped persons in the following areas:

- counseling
- re-training
- job placement
- employment opportunities

Some women in transition may suffer a degree of emotional problems that DVR may consider eligible to receive their services. They may, in select cases, pay for education, books, and counseling while clients are in training. They may also provide a weekly allowance to the individual during the training period.

The DVR office nearest you will be listed in the blue pages of your phone directory under:

Connecticut, State Of, Education Department
Vocational Rehabilitation

Financial Aid For Higher Education

Information about financial aid for higher education is located in section V., of this booklet, "Money Matters." Please see page 29.

B. Training Programs...

Apprenticeship

Apprenticeship is a systematic learning process which combines paid, on-the-job training with related classroom instruction. The apprentice is a paid trainee placed on the job under the instruction of a skilled worker. Related instruction (trade theory) takes place in a classroom, usually at a vocational-technical school or technical college. This type of training usually lasts from two to four years. The apprentice is on the employer's payroll and receives employee benefits (medical coverage, life insurance etc.). After completing the apprenticeship, the apprentice achieves the status of journeyman in a skilled trade.

There are literally hundreds of apprenticeable occupations, including most skilled trade areas, such as carpentry, masonry, plumbing, sheet metal work, barbering, and training to become a chef. These opportunities are offered by apprenticeship program sponsors, who are unions and/or employers. A listing of some apprenticeable occupations is printed in Appendix "L".

Based on the 1978 U.S. Labor Department regulations requiring affirmative action in apprenticeship, Connecticut has established regulations on Equal Employment Opportunity in Apprenticeship and Training. Connecticut employers with five or more apprentices must engage in an active outreach program to inform women

and minorities of openings. They must ensure that the selection procedure does not discriminate and that women and minorities will receive equal treatment on the job. An affirmative action plan must be written for new apprentices and maintained in all aspects of the apprenticeship classes in the first year. While some apprenticeship openings state that there is an upper age limit for apprentices (usually 24 to 26 years of age with an extension for veterans), program sponsors may consider you even if you are older. Some programs are flexible about the age limit, especially if they are trying to recruit women.

What must you do to apply for Apprenticeship?

Contact the Apprenticeship Information Center (AIC) in the Office of Job Training and Skill Development, Connecticut Labor Department, 200 Folly Brook Boulevard, Wethersfield CT 06109 (566-2450). Request an application form from the AIC. Completion and return of this form will place you in an applicant "pool."

A Word About Pre-Apprenticeship

Some women may be interested in apprenticeship, but may need some preparation in order to become more familiar with the specific trade area. Employers or program operators may wish to establish a program which will help women to acquire some background and "hands-on" experience in preparation for apprenticeship. The Connecticut Labor Department, Office of Job Training and Skill Development, has assigned some staff members to help employers and program operators to establish pre-apprenticeship programs for women. For further information contact the Connecticut Labor Department, Office of Job Training and Skill Development. (See the address and telephone number listed above).

Some helpful publications on Apprenticeship are:

Applying for Apprenticeship, published by the
Connecticut Labor Department
Research and Information
200 Folly Brook Boulevard
Wethersfield CT 06109

A Women's Guide to Apprenticeship, published by the
U.S. Department of Labor
Women's Bureau
Washington D.C. 20210

The PCSW has an Apprenticeship Package which contains a variety of materials on apprenticeship and related training. Contact the Commission Office at 90 Washington Street, Hartford CT or call 566-5702

The Job Training Partnership Act

The Job Training Partnership Act (JTPA) is a federally funded program offering employment training to economically disadvantaged persons and others who face economic, academic, physical or social barriers to employment in the private sector. Displaced homemakers, older workers, ex-offenders, dislocated workers, teenagers, and a range of other target groups are identified in this law.

There are nine "Service Delivery Areas" in Connecticut administering a wide variety of Job Training Partnership Act Programs. Training offered is compatible with the occupational demands in the service delivery areas. For information about the JTPA programs in your area, consult the list which follows and contact the JTPA administrative office nearest you.

Job Training Partnership Act

ADMINISTRATIVE ENTITIES (contact persons)

<u>Service Delivery Area</u>	<u>Contact Person</u>
Bridgeport/Norwalk/Stamford Valley	Henry Durell 181 Middle Street Bridgeport CT 06604
New Britain/Bristol	Steven H. Rivkin, Director Office of Grants Administration c/o New Britain City Hall 27 West Main Street New Britain CT 06051
Danbury/Torrington	Owen Quinn Torrington City Hall 140 Main Street Torrington CT 06709
Northeast	David Calchera, Executive Director EASTCONN P.O. Box 245 North Windham CT 06256
Hartford	Alex B. Johnson, Director Employment and Training Administration 2 Holcomb Street Hartford CT 06112
Meriden/Middlesex	Michael Aldi, Director Community Development Office City Hall Meriden CT 06450
New Haven	William P. Villano, Manager Private Industry Council 195 Church Street, 15th Floor New Haven CT 06510

Job Training Partnership Act

ADMINISTRATIVE ENTITIES
(contact Persons)
(cont.)

<u>Service Delivery Area</u>	<u>Contact Person</u>
Southeast	Raymond DiZefalo Thames Valley Council for Community Action P.O. Box 215 Jewett City CT 06351
Waterbury	Ernest Mosley Director of JTPA Chase Building 236 Grand Street Waterbury CT 06702

III DISPLACED HOMEMAKER PROGRAMS

"Displaced Homemaker" is a term used to describe women who have spent a considerable amount of time out of the paid labor force, while occupied as a full time unpaid homemaker in their own home. Most displaced homemakers enter or re-enter the job-market because of widowhood, divorce or separation from a spouse. Displaced homemakers may come from a variety of backgrounds with many different combinations of skills, experiences and educational levels. These individuals usually experience a sudden loss of financial and/or emotional security at the time of separation. Some displaced homemakers may benefit from special "displaced homemaker programs."

The following list of programs are funded for fiscal year 1984/85 by the Connecticut Department of Education, Division of Vocational and Adult Education. All of these programs offer supportive services, such as peer support, individual and career counseling to help displaced homemakers to prepare for entry into the paid labor market. Some of these programs also offer training for specific kinds of occupations:

GROTON

Ella T. Grasso Southeastern
Regional Vocational -
Technical School
189 Fort Hill Road
Groton CT 06340
Contact: Israel Menchero
Tel: 448-0220

Program: "Training for Better Jobs, III"
Career exploration and training in three
trade areas: Automotive Service, Food
Services, General office.

NEW BRITAIN

YWCA of New Britain
22 Glen Street
New Britain CT 06051
Contact: Lucy Callahan
Tel: 225-4681

Program: "Project FIND" (Females in
New Directions) Training is linked with
E.C. Goodwin Vocational-Technical
School adult programs. Electronics,
Food Services, Nurses Aid, Business
Office Skills.

DANIELSON

WAYCAP
(Windham Area Community
Action Program) Inc.
32 Broad Street
Danielson CT 06239
Contact: Judy Walter: 774-3887
Ingrid Walker: 774-0400

Program: Job Opportunity Program
for Displaced Homemakers ..Supportive
services for Labor market entry and
re-entry.

NORWICH

Mohegan Community College
Mahen Drive
Norwich CT 06360
Contact: Barbara Siegel or
Madge Manfred
Tel: 886-1931

Program: "SALL" (Security and Loss Control) program trains displaced homemakers to become security officers.

HARTFORD

Counseling Center
Hartford College for Women
50 Elizabeth Street
Hartford CT 06106
Contact Carol Berman
Tel: 236-5838

Program: "Look Forward" Can lead to Legal Assistant, Cable Television or Business and Office Skills Training.

TORRINGTON

The Counseling Center of
Hartford College for Women
offers the Look Forward Program
in Torrington

Program: "Look Forward"
(see above)

BRIDGEPORT

YWCA of Greater Bridgeport
753 Fairfield Avenue
Bridgeport CT 06604
Contact: Katherine Pytleski
Tel: 334-6154

Program: "Homemaker Work Re-Entry Program" Supportive Services for labor market entry and re-entry.

These resources can also tell you about programs for displaced homemakers in Connecticut.

Programs for displaced homemakers vary according to funding and other factors. For further information contact:

Education Employment Information Center
56 Arbor Street
Hartford CT 06106
1-800-842-0229 (in Hartford - 566-8118)

or the

State Department of Education
Division of Vocational and Adult Education
Sex Equity Consultant
P.O. Box 2219
Hartford CT 06145
Tel: 566-7877

IV COUNSELING SERVICES

People seek counseling for a variety of reasons, but mainly when their own resources or support systems are not adequate to handle the distress they are feeling or the problems to be solved. A professional counselor can help you to think through and to resolve work issues involved in difficult life situations while offering you support, knowledge, and experience. You may, for example, wish to contact one of the local Family Services in your area, such as Child and Family Services, Catholic Family Services, and Jewish Family Services.

The chart in appendix "C" provides a sample of non-profit services which may provide the kind of counseling you may need, including counseling about personal/family matters or for children. Appendix "B" lists some employment counseling resources. The chart provides only a sample of these resources. Contact Info-line for other services in your local area. See the list of Info-line numbers in Appendix "A". Organizations in your community, such as the YWCA may offer a wide variety of services and programs to assist you.

Services for Victims of Violence

The following few pages provide information about services which offer counseling and other services for women who are victims of violence.

Various crisis services in Connecticut are available to women who are victims of battering or sexual assault. Assault, including sexual assault between married people is illegal. Moreover, in a violent situation, abuse or the threat of abuse, often keeps a woman in constant fear and threatens her physical and emotional well-being.

There are emergency shelters in Connecticut where women and children can go to be safe from domestic violence in their homes. The environment in shelters is supportive and helps give women an opportunity to reorganize their lives without the fear of abuse.

Rape crisis services in Connecticut offer counseling and other help to victims of sexual assault. A list of services for battered women and women who are victims of sexual assault is provided below.

A. AID & SHELTER FOR BATTERED WOMEN

STATEWIDE

Connecticut Task Force on Abused Women
43 Hungerford Street
Hartford CT 06106
Tel: 524-5890

ANSONIA

* L.N.V. Women's Project
Battered Women's Services
Box 327
Ansonia CT 06401
Tel: 736-9944

A. Aid & Shelter for Battered Women (cont.)

BRIDGEPORT

- * Bridgeport YWCA Shelter Services
for Abused Women
753 Fairfield Avenue
Bridgeport CT 06604
Tel: 334-6154

DANBURY

- * Battered Women's Service
241 Main Street
Danbury CT 06810
Tel: 748-5903

DANIELSON

- * Battered Women's Program
United Social & Mental Health
Westcoll Road
Danielson CT 06239
Tel: 774-2020

GREENWICH

- + Domestic Abuse Services
Greenwich YWCA
259 East Putnam Avenue
Greenwich CT 06830
Tel: 622-0003
NO 24 HR. HOTLINE

HARTFORD

- * Hartford Interval House
P.O. Box 6207
Hartford CT 06106
Tel: 527-0550 (246-9149 Office)

MERIDEN

- * Battered Women's Project
P.O. Box 663
Meriden CT 06450
Tel: 238-1501

MIDDLETOWN

- * New Horizon's
P.O. Box 758
Middletown CT 06457
Tel: 347-6971

NEW BRITAIN

- * Prudence Crandall Center For Women
P.O. Box 895
New Britain CT 06050
Tel: 225-6357 (225-5187 Office)

NEW HAVEN

- * New Haven Project for Battered Women
Box 1329
New Haven CT 06505
Tel: 789-8104 (865-1957)

NEW LONDON

- * Genesis House
Women's Center of Southeastern CT
P.O. Box 572
New London CT 06320
Tel: 447-0366

SHARON

- * Women's Emergency Services
P.O. Box 1029
Sharon CT 06069
Tel: 364-0844

SOUTH NORWALK

- + Women's Crisis Service
c/o Leroy Downs Apartment
26 Monroe Street
South Norwalk CT 06854
Tel: 852-1980

STAMFORD

- + Domestic Violence Services
c/o YWCA
422 Somer Street
Stamford CT 06901
Tel: 357-8162

TORRINGTON

- * Susan B. Anthony Battered Women Project
P.O. Box 846
Torrington CT 06790
Tel: 482-7133

WATERBURY

- * Women's Emergency Shelter, Inc.
P.O. Box 1503
Waterbury CT 06721
Tel: 575-0036

B. RAPE CRISIS SERVICES

FAIRFIELD COUNTY

- Greater Bridgeport Rape Crisis Service
Hotline - 333-2333, Info. - 334-6154
- Danbury Rape Crisis Service
743-9463
- Rape Crisis Center, Inc. (Stamford)
329-2929

MIDDLESEX COUNTY

- SAFE: Middlesex County Sexual Assault
Crisis Service, Inc.
346-SAFE (Middletown)

HARTFORD COUNTY

- Hartford Sexual Assault Crisis
Service, Inc.
Hotline - 522-6666, Info. - 525-1163

NEW HAVEN COUNTY

- Lower Naugatuck Valley Rape Crisis
Service (Ansonia)
736-9944
- Rape Crisis Center of Milford, Inc.
878-1212
- Waterbury Sexual Assault Crisis
Service, Inc.
753-3613

NEW LONDON COUNTY

- Women's Center of Southeastern CT, Inc.
Rape Crisis Hotline - 442-HELP
Battered Women - Office - 447-0366

WINDHAM COUNTY - TOLLAND COUNTY

- Northeastern CT Rape Crisis
Services, Inc. (Windham)
423-9201, ext. 515

Criminal
NOT COVERED

C. CRIMINAL INJURIES COMPENSATION

The State of Connecticut has a Criminal Injuries Compensation Board to compensate innocent victims of crime. A brochure, published by that board states that:

YOU WILL BE ELIGIBLE FOR COMPENSATION IF:

- a. You are the direct victim of a crime or are injured while aiding a police officer or another victim. The apprehension or conviction of the offender is not required;
- b. You are responsible for the maintenance of the the victim who has suffered monetary loss or incurred expenses as a result of the injury;
- c. You are a dependent of a deceased victim;
- d. Or, you were NOT a dependent of the victim but incurred expenses as a result of the death of the victim.

If the person entitled to make a claim is a minor or incompetent, the application may be made by a parent, guardian or legal representative.

COMPENSATION MAY BE MADE FOR:

- a. expenses resulting from a personal injury or death;
- b. loss of earning power;
- c. monetary loss to the dependents of the deceased victim;
- d. any other loss which the Board determines to be reasonable.

No compensation shall be awarded for the first \$100 of injury, and no compensation shall be awarded in excess of \$10,000.

IN DETERMINING ELIGIBILITY:

- a. The incident or offense **MUST** have occurred in Connecticut on or after January 1, 1979;
- b. The incident or offense **MUST** be reported to the police within five (5) days of its occurrence, or there must be a reasonable explanation for delay beyond five (5) days;
- c. The claim must be filed within two years of the injury or death.

C. Criminal Injuries Compensation (cont.)

NOT COVERED BY COMPENSATION:

- a. Property or theft;
- b. An act involving the operation of a motor vehicle, unless the injuries were intentionally inflicted through the use of the vehicle;
- c. If the offender benefits from the award or the victim was at the time of the personal injury or death, living with the offender by mutual consent in a relationship of cohabitation, regardless of the legal status of their relationship;
- d. If the victim violated a penal law of this state which caused or contributed to his/her injury or death.

WHERE AND HOW TO FILE A CLAIM:

Call the Criminal Injuries Compensation Board at
(203) 566-4156 or, fill out, sign and mail attached to:

Criminal Injuries Compensation Board
90 Washington Street
Hartford, Connecticut 06106

An application will be mailed to you. NOTE: the application
MUST be notarized and returned to C.I.C.B. as soon as possible.

V. MONEY MATTERS

A. Government Financial Assistance

If you are in need of financial assistance to feed, clothe, or house yourself and your family, you can apply to your local town welfare office for immediate help. Local welfare assistance helps town residents to support themselves during temporary financial emergencies (a husband abandons his family or unemployment checks run out). In larger towns the welfare office is located in or near the town hall and may be reached by telephone. Consult the BLUE PAGES of your telephone book, under your town's name: (CONNECTICUT: TOWN OF).

Smaller towns may not have a formal welfare office and the filing of welfare claims may be handled by the First Selectman's Office or the Health Department. If you cannot find a telephone number for the welfare office in your town, call the town hall and ask to speak with the person who handles welfare. Your town welfare person can also be helpful in directing you to other sources of help, financial or otherwise.

If your situation indicates that you will need assistance-over a longer period of time, you will need to make application for State welfare assistance through the Department of Income Maintenance of the State of Connecticut. Your local town welfare person can assist and direct you in making application for State welfare, or you may call the Office of Income Maintenance nearest you. These are listed in the BLUE PAGES of your phone directory: (CONNECTICUT: STATE OF: INCOME MAINTENANCE).

The Department of Income Maintenance provides financial and medical assistance to those who meet the eligibility requirements. This office dispenses direct payment checks or non-direct financial help in the form of food stamps, etc. to eligible recipients through programs such as Aid to Families with Dependent Children. Other programs give assistance to eligible persons who are aged, disabled, or blind, or to certain unemployed, incapacitated parents.

Food Stamps are an important way to supplement your income and to raise the buying power of your dollars. Although many welfare recipients receive food stamps, it is not necessary to be on welfare to get and use food stamps. Anyone who meets eligibility requirements and who can provide proof of need, can apply. Proof of need may include income statements and expense records such as heat, rent and utility bills. Medical expenses are also considered in determining eligibility for food stamps. For further information about food stamps, call: 1-800-842-1508 - (toll free).

Social Security is a national plan, financed through payroll taxes of workers, to provide continuous income when family earnings are reduced or stopped because of retirement, disability, or death.

- you're 62 or older and plan to retire;
- you're within 3 months of age 65, even if
you don't plan to retire;

- someone in your family dies;
- someone in your family suffers permanent kidney failure;

The Social Security Office nearest you will be listed in the BLUE PAGES of your telephone directory, under U.S. Government: Health and Human Services.

In Hartford:

Social Security Administration
450 Main Street
Hartford CT 06102
(203) 722-3180

Spanish speaking counselors are available.

Social Security Benefits can include:

- monthly retirement checks (aged 62 or older);
- monthly disability checks (to disabled workers and their families before 65);
- survivors checks (to certain members of the worker's family);
- death benefit check (a lump-sum payment to eligible surviving widow, widower, or entitled child);
- medicare - to help cover the cost of health care for eligible people who are 65 or older, blind or disabled;

Supplemental Security Income (SSI), assures a monthly income to needy people with limited income, who are 65 or older, blind, or disabled.

Booklets about Social Security Benefits:

A Women's Guide to Social Security
If You Become Disabled
Social Security Benefits for People Disabled Before Age 22
Your Social Security
Payment Under Medicare Medical Insurance
Social Security Information for Your Families
A Guide to Supplemental Security Income
Your Social Security Rights and Responsibilities.

These and other booklets are free for the asking. Call or write to the Social Security Office nearest you.

DON'T MISS OUT ON SOCIAL SECURITY BENEFITS DUE TO YOU AND YOUR FAMILY!

Many families of disabled workers miss out on Social Security benefits due to them because they do not know that their spouse has been collecting disability payments. This sometimes happens when:

- abandonment, separation, or divorce has occurred in a family;
- the absent spouse has moved away and is not in touch with the family;

- the absent spouse has become emotionally or physically disabled during this period;
- the absent spouse has been declared disabled and begins to collect disability benefit payments without the family's knowledge;

If you feel any of the above situations apply to you, contact your local Social Security Office, with the absent spouse's social security number, to see whether you and/or your family are eligible to collect benefits.

B. Counseling for Money Management

There are a number of services available to individuals who need help with money management. You may wish to contact one of these resources for help with putting your finances in order.

Consumer Credit Counseling Services of Connecticut

Consumer Credit Counseling Services of Connecticut is a private, non-profit organization offering direct or indirect help, including counseling to help you identify your priority expenses, to develop money management techniques and to develop a debt management program.

Services are limited to individuals who have enough money to meet basic living expenses and to those able to pay a basic amount to meet monthly payments--to pay off debts within a specified period of time.

FEE: a one-time fee, based on income. In addition, there is a monthly service charge of 10% of the amount of money the client would have available for disbursement of debts. This is the only service of its kind of Connecticut and is offered to all Connecticut citizens.

CONSUMER CREDIT COUNSELING SERVICES OF CONNECTICUT

36 Woodland Street
Hartford CT 06105
Beverly Tuttle, Executive Director
(203) 247-9517

UConn Cooperative Extension Service

This service offers basic budgeting information in six offices throughout the State of Connecticut. These services are free to the general public, but appointments must be made to discuss the budgeting process with home economists. Counselors will analyze your income with an eye toward setting up a basic budget to be followed. They will also help individuals prepare net worth statements for divorce proceedings. They do not handle debt consolidation; these problems are referred elsewhere.

Hartford County

UConn Cooperative Extension Service
1280 Asylum Avenue
Hartford CT 06105
(203) 241-4940

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HARTFORD COUNTY

UConn Cooperative Extension Service
R.D. #2, Box 165A
Bethel CT 06801
797-4176

WINDHAM COUNTY

UConn Cooperative Extension Service
Box 327
Brooklyn CT 06234
774-9601

LITCHFIELD COUNTY

UConn Cooperative Extension Service
Box 607
Litchfield CT 06759
567-9447

NEW HAVEN COUNTY

UConn Cooperative Extension Service
670 Wintergreen Avenue
Hamden CT 06514
789-7865

TOLLAND COUNTY

UConn Cooperative Extension Service
3580 Hyde Avenue
Vernon CT 06066
875-3331

Another Hartford Resource

Community Renewal Team (CRT)
3580 Main Street
Hartford CT 06120
278-9950

Community Renewal Team covers anything that concerns consumers, including budgeting, consumer tips, meter reading, money management, and referral services. All services are furnished free of charge. CRT also publishes a booklet outlining these services which will be sent free of charge upon request. (See number above).

Special Organizational Services of Connecticut National Bank offers a free service to help individuals in organizing their financial affairs. You do not have to be a CNB customer to receive assistance in organizing your financial affairs. Special financial counseling is offered to recently widowed or divorced persons, newly-weds, retirees, or anyone who needs this type of advice from professionals. SOS advisors will work with you to formulate a plan of money management that includes budgeting and planning for future financial security. Call any of the CNB offices to inquire further. They will also be pleased to send you a booklet outlining this program.

YWCA's

Your local YWCA is interested in issues affecting women. The YWCA in your area may offer courses to help women with budgeting, tax credits, and consumer matters. Call your YWCA for current information on available courses and fees for attendance.

C. INSURANCE

For questions concerning private insurance matters, individuals can contact the manager of the Connecticut Insurance Consumer Information Center:
The toll free number is: 1-800-842-1649

You may wish to get a copy of a free booklet entitled: Financial Planning Especially for Women, published by Community and Consumer Relations, American Council of Life Insurance, Health Insurance Association of American, 1980 K. Street, N.W., Washington D.C. 20006.

The Permanent Commission on the Status of Women also has a limited supply of the above mentioned publication. Contact the PCSW at 90 Washington Street, Hartford CT 06106, Phone 566-5702.

D. FINANCIAL AID FOR EDUCATION

Financial aid (i.e. loans, grants, employment) is available from a variety of sources such as employers, unions, ethnic and religious organizations, fraternal organizations, etc. However, most financial aid is available through the college financial aid office. Individuals who need financial assistance to meet educational costs must contact the financial aid officer at the college where they intend to enroll since application procedures and deadline dates for financial aid vary from college to college.

The State of Connecticut and the federal government annually allocate funds to colleges for student aid programs for students who exhibit "financial need." Financial need is the difference between a calculated assessment of what the student and their family can contribute towards educational costs, and the cost of attendance at a particular college. However, invariably there are insufficient funds available for financial aid programs to meet the demand. Hence, the fact that a college has need based federal and state aid programs available is no assurance that a particular needy student will receive aid, or if she/he does receive aid, there is no assurance it will be sufficient to meet the full financial need. AFDC recipients receive no priority over other needy students in competing for the limited resources available through college financial aid offices.

The federal Pell Grant Program is an entitlement program (i.e. if the applicant meets the established family financial parameters of the program, she or he is assured of getting the entitlement because Congress is required by law to provide funding for all eligible applicants) for financially needy students. The amount of each student Pell Grants is based upon the cost of the college where the student is enrolled and the applicant's family's financial circumstances. In some cases the amount of student's Pell Grant may be equal to or greater than tuition costs. However, in no case will a student's Pell Grant cover more than one half of a student's total education (i.e. educational costs include room and boarding costs during the enrollment period as well as costs for books and transportation). Application forms for the Pell Grant Program can be secured from eligible post-secondary institutions.

Access to Connecticut public colleges is presently ensured through low cost tuition, financial aid available through the colleges, and the Guaranteed Student Loan Program (GSLP). Under the GSLP full-time undergraduate students may borrow up to \$2,500 annually. No interest accrues nor does repayment begin while the borrower remains a student.

are numerous sources of financial aid for education. With some helpful advice and a good amount of individual research, you should find assistance.

1. Contact the financial aid officer at the school you will attend to inquire about sources of financial assistance.
2. Visit the public library and ask the librarian to help you to find scholarship information.
3. Contact the Education Employment Information Center, a service offered by the Department of Higher Education of the State of Connecticut. The toll free number is: 1-800-566-8118.

Write to the following for information about student financial aid:

- a. Federal Student Aid Programs
Department - DEA-85
Pueblo, Colorado 81009

Ask for a free copy of The Student Guide:
Five Federal Financial Aid Programs, a free publication

- b. Project on the Status and Education of Women
1818 "R" street, N.W.
Washington D.C. 20009

The Project publishes a booklet entitled:
Financial Aid: A Partial List of Resources for Women, (\$2.50).

E. CHILD SUPPORT ENFORCEMENT

What is the Child Support Program?

The Child Support Program is a joint Federal/State effort to collect child support from absent parents. In Connecticut, the program is administered by the Department of Human Resources in cooperation with the Family Division of the Superior Court, the Attorney General and the Bureau of Collection Services. The Program is available to all families who need the financial support of an absent parent.

If you are applying for or receiving Aid to Families with Dependent Children (AFDC), your case will automatically be referred to the local Child Support Unit.

If you are not receiving public assistance, you may apply through your local office of the Family Division of the Superior Court. There are no income or asset limits to meet to be eligible for Child Support Services.

You may contact the Child Support Unit located in the Department of Human Resources' office nearest to where you live. The offices are listed below.

3580 Main Street Hartford CT 06120	or	566-4890 566-2063
330 Broad Street Manchester CT 06040		647-1441
194 Bassett Street New Haven CT 06511	or	789-7994 789-7560
434 State Street Bridgeport CT 06603	or	579-6776 579-6777
1642 Bedford Street Stamford CT 06905		357-8144
405 Main Street Danbury CT 06810		797-4032
279 Main Street Norwich CT 06360		889-2351
79 Linden Street Waterbury CT 06704		573-1211
17 Main Street Ext. Middletown CT 06457		344-2195

Or, contact the Family Division of the Superior Court. The address and phone number of the Family Division office nearest to where you live can be found in the Blue Pages of the Telephone Book under: STATE OF CONNECTICUT, JUDICIAL DEPARTMENT.

- * Information from a pamphlet, Child Support Enforcement, published by the State of Connecticut, Department of Human Resources.

F. RECENT LEGISLATIVE INITIATIVES

In the area of child support and family law, several significant pieces of legislation have been passed by the Connecticut General Assembly which have an impact on displaced homemakers.

1. Assignment of Wages

PA 83-400, "An Act Requiring Earning Assignments in Support Orders."

This measure requires the assignment of earnings of a spouse who is more than 30 days in arrears of child support payments. The bill also provides a 20 day appeal process for the individual who owes the support.

Mediation
Special Act 7
enacted which
County to pro
completing

Human
ed below:

Mediation

Special Act 74, "An Act Concerning Mediation in Dissolution Proceedings" was enacted which creates 2 pilot projects in Fairfield County and Litchfield County to provide mediation services in dissolution matters. A public education component would also be established to inform people involved in marital dissolution about custody and property issues, financial matters and matters involving children. In addition, a Commission will be created which will establish uniform policies on support standards which will be used by family relations counselors in the mediation process. This process has, in many instances, helped people reach shared understanding of obligations, and the result has been fewer problems in achieving compliance with these obligations.

In addition, two critical measures regarding health insurance coverage for children in matters of dissolution passed in 1984.

3. Health Insurance Coverage for Women and Children

Public Act 205, "An Act Concerning Medical Insurance for Children Pursuant to Support Orders," requires that the court may order that children be named as beneficiaries of health insurance available to the parent in AFDC child support cases and non-AFDC cases.

4. Public Act 230, "An Act Concerning Order for Health Insurance for Minor Children in Dissolution Cases," was enacted. This law addresses insurance reimbursement for payments made by a custodial parent, where the dependent children are under the coverage of the other parent. Situations have arisen where insurance reimbursements have not been forwarded to the custodial parent who has paid for the services. This bill addresses this situation by making provision for the insurance company to reimburse the provider directly upon authorization of the custodial parent and by strengthening requirements that spouses carrying insurance reimburse the custodial parent where provision is made for this in the order of dissolution.

5. PA 82-340

"An Act Concerning Election to Continue Participation in a Group Health Insurance Plan." This bill allows the dependents of members in group hospital, surgical, or medical insurance plans who become ineligible for coverage due to divorce, to buy coverage at the group rate for 39 weeks. Prior to this law, the statute only extended this option in situations where dependents became ineligible because of the death of a member or for other reasons.

VI. GETTING LEGAL HELP

A. Lawyer Referral Service

Women in transition may need the services of an attorney because their new status in life often brings with it a new set of needs and responsibilities. While attorneys provide a wide variety of legal services to their clients, women in transition may need legal help to resolve issues concerning:

- alimony/child support
- court appearances/divorce/separation/desertion
- child custody/visitation rights
- wage and property garnishments
- wills/personal property matters/settlements

The Connecticut Women's Educational and Legal Fund, and Connecticut Legal Services Inc. offers free low cost legal services for clients who meet their guidelines.

Referrals By The Bar Association

The Connecticut Bar Association cooperates with local and county bar associations to provide lawyer referral services. The fee is \$15 and includes a one-half hour consultation with an attorney. Applications for this service can be taken over the phone and the \$15 fee is paid when you see the attorney.

BRIDGEPORT

Lawyer Referral Service of
Fairfield County
955 Main Street, Suite 308
Bridgeport CT 06604
1-800-972-9628 (toll-free)
334-6539 (local)

HARTFORD

Lawyer Referral Service of
Hartford County
61 Hungerford Street
Hartford CT 06106
1-800-842-0067 (toll-free)
525-6052 (local)

NEW HAVEN

Lawyer Referral Service of
New Haven County
P.O. Box 1441
New Haven CT 06546
562-6750

NORWICH

Lawyer Referral Service of
New London County
223 West Town Street
Norwich CT 06360
889-9384

connect
public in
free referra
HARTFORD

Connecticut Women's Educational and Legal Fund (CWEALF)
A public interest law firm dealing with gender based discrimination cases offers
free referrals to Connecticut lawyers.

HARTFORD

22 Maple Avenue
Hartford CT 06114
247-6090

NEW HAVEN

614 Orange Street
New Haven CT 06511
865-0188

B. Connecticut Legal Services, Inc.

These services offer a full-range of legal services to low-income persons who meet the income guide lines established by the federal government. The thirteen offices operating in the State of Connecticut handle civil cases (non-criminal only). Criminal cases are handled by the Prosecuting Attorney's office. Due to recent funding cut-backs, Connecticut Legal Services, Inc. have had to prioritize their efforts in the areas of Income, Health, and Shelter issues. The exceptions to these priority items are custody and abuse cases. Divorce cases are currently handled in emergency situations only, according to caseloads, but private bar referrals may be arranged, in some offices, for qualifying clients.

CONNECTICUT LEGAL SERVICES OFFICES

Connecticut Legal Services, Inc.
P.O. Box 8400
285 Park Avenue
Bridgeport CT 06601
336-3851

Connecticut Legal Services, Inc.
P.O. Box 1208
35 Huntington Street
New London CT 06320
447-0323

Connecticut Legal Services, Inc.
P.O. Box 819
175 Triangle Street
Danbury CT 06810
744-6250

Connecticut Legal Services, Inc.
33 South Main Street
South Norwalk CT 06854
853-3070

Connecticut Legal Services, Inc.
P.O. Box 322
112 Main Street
Denielson CT 06239
774-0455

Connecticut Legal Services, Inc.
P.O. Box 358
9 Elm Street
Rockville CT 06066
872-8386

Connecticut Legal Services, Inc.
114 East Main Street
Meriden CT 06450
235-2571

Connecticut Legal Services, Inc.
P.O. Box 447
185 South Main Street
Torrington CT 06790
482-3548

Connecticut Legal Services, Inc.
6 Silver Street
Middletown CT 06457
347-7237

Connecticut Legal Services, Inc.
85 Central Street
Waterbury CT 06702
756-8074

Connecticut Legal Services, Inc.
69 Walnut Street
New Britain CT 06051
225-8678

Connecticut Legal Services, Inc.
P.O. Box 258
902 Main Street
Williammtic CT

Legal Aid Society of
Hartford County
525 Main Street
Hartford CT 06103

Neighborhood Legal Services, Inc.
1229 Albany Avenue
Hartford CT 06112
278-6850

Neighborhood Legal Services, Inc.
161 Washington Street
Hartford CT 06106
278-6020

New Haven Legal Assistance
Association, Inc.
399 Temple Street - Administrative Office
New Haven CT 06511
777-4811

New Haven Legal Assistance
Association, Inc.
256 Main Street
Valley Office
Derby CT 06418
735-8705

C. Questions to Ask your Attorney

It is wise to prepare a list of questions to ask your attorney, or an attorney you are considering. The following list includes some of the questions which you may need to ask.

- I. You may want to seek answers to the following questions before deciding on a particular attorney; and you should be sure that you feel comfortable with any attorney that you hire.
 - a. Is there a consultation fee for interviewing the lawyer?
If so, how much?
 - b. What will attorney's feecost, (lawyer's fees, court costs, cost of serving papers etc.)?
 - c. What knowledge does the attorney have in the areas of:
 1. divorce laws
 2. property laws
 3. tax laws
 - d. Does the attorney have trial or court experience?
 1. Who will try the case and who will negotiate the case?
 - e. How does the attorney feel about settlement vs. trial?
 - f. How often and when can you call the attorney? Will you be charged?
 - g. Is there anything else you should know now?
- II. Questions to discuss with your lawyer when you approach marriage dissolution:
 - a. What is the difference between a legal separation, divorce, or dissolution of marriage?
 - b. What grounds are appropriate for my divorce?
 1. What is no-fault divorce?

- c. Can I date prior to my divorce?
- d. If I move out of my home, do I jeopardize my legal rights to that home?
- e. Do I have visitation rights to see the children, if I move out?
- f. Can I change the locks after my spouse moves out?
- g. If I am battered or threatened with battering by a vacated spouse, will you assist me in obtaining a restraining order?
- h. How long does a divorce take?
- i. When is the decree final?
- j. What can I do to protect my rights, including
 1. Financial rights
 2. Credit Card rights
- k. How do I establish my own credit, including new bank accounts, etc.?
- l. Who should file the papers in a divorce?
- m. Do I have to make a new will?
- n. How are my rights protected during the divorce process and what does pendente lite mean?
- o. How often will I have to go to court?
- p. What about custody of the children, visitation, joint rights?
- q. What about support for the children, the amount, and for how long? Who is responsible?
- r. What factors are considered in terms of support and visitation?
- s. Alimony
 1. How is it determined?
 2. When does it stop?
 3. What does \$1.00 per year mean?
 4. Difference between lump sum payment in installments and periodic alimony payments?
- t. What about property such as the house etc.
- u. Debts and financial responsibility
 1. Who is responsible for payments of bills?
 2. Credit cards, charge accounts and outstanding bills?
 3. Who pays counsel fees?

- v. Tax considerations
 - 1. Children
 - 2. Alimony
 - 3. Support
 - 4. Single vs. joint filing

Also Ask About Your:

- a. Insurance
- b. Education
- c. Notification of divorce
 - 1. Social Security
 - 2. Internal Revenue Service obligations
 - 3. Drivers license
 - 4. Creditors
 - 5. Employer
 - 6. Charge accounts

D. **A Checklist for Newly
Divorced, Widowed, or Separated Women**

Women in transition are often faced with frustration and disorganization as they attempt to attend to the many necessary items requiring attention. The following checklist will prevent you from overlooking important changes as you adjust to a new status. You may also wish to consider utilizing the services of an attorney and an accountant to ensure that your affairs are in correct order.

- 1. Revise or have a new will drawn by an attorney.
- 2. CHANGE:
 - a. beneficiaries on life insurance policies
 - b. beneficiaries on pension or retirement plans
 - c. beneficiaries on bank club insurance
 - d. beneficiaries on travel club insurance
 - e. beneficiaries on stocks and bonds
 - f. name on homeowner's or fire insurance policies
 - g. name of insured on car insurance policy
 - h. name on checking and savings accounts
 - i. name on credit union account
 - j. credit card information
 - k. charge account information
 - l. passport information
- 3. Notify your company's payroll department of changes in names and addresses, tax exemption changes, group insurance benefits.
- 4. Report name and address changes to the Motor Vehicle Department to update Car registrations and operator's license.
- 5. File address changes with the post office.

change name and address on Social Security records.

7. Apply for credit life insurance on account for which you are liable.
8. Check the deed of your house and adjust the name change accordingly.
9. Assess taxable property (real-estate, cars, jewelry) to determine worth and how much you own.
10. Check to see who owns stocks, bonds, and other securities and property investments. Consult with your attorney as to your findings.
11. Avoid interest charges or late fees by setting aside a day during the month when you will pay bills.

RECORDS TO KEEP

The following records are valuable and should be kept in a place that will protect them from fire, burglary and other disasters. If you do not have a safety deposit box, you should consider one. Yearly rental is minimal by comparison with the inconvenience of replacing lost or misplaced documents.

- | | |
|--|---|
| 1. Property deeds | 12. Adoption papers |
| 2. Life insurance policies | 13. Armed forces discharge papers |
| 3. Car insurance policies | 14. Social Security cards or numbers |
| 4. House insurance policies | 15. Income Tax Returns - the IRS has three to five years to audit tax returns; however, if you fail to file during a given year or have filed a fraudulent tax return, the time limit may be extended. Go slowly when destroying old tax returns. |
| 5. Hospitalization policies | |
| 6. Accident insurance policies and Disability insurance policies | 16. Employment records |
| 7. Birth certificates | 17. Burial instructions, plot number and deeds |
| 8. Death certificates | |
| 9. Wills | 18. Naturalization papers |
| 10. Marriage license | 19. Passports |
| 11. Divorce papers | 20. Diplomas |
| | 21. Inventory of household and personal items. |

VII. CHILD CARE

Child care is a very important consideration for many working parents, and particularly for women who are the sole support of their households.

There are different types of child care services. In addition to hiring someone to come into the home to care for children, there are three types of child care outside the home which are suitable for children of working parents. There are child day care centers, group day care homes, and family day care homes. The basic difference between these types of child care services are the number of children for whom they are licensed to provide care and the type of setting in which the service is provided.

Day Care centers are licensed by the State Department of Health Services to care for more than twelve children. Centers are usually located in a school or church or in a building erected and equipped especially for child care. Day care centers are run by the cities, private and nonprofit organizations such as churches, YWCA's or other community organizations.

Group Day Care homes, licensed by the State Department of Health Services, are usually located in private residences and care for seven to twelve children. An operator must have an assistant for this number of children.

Family Day Care homes, located in private residences are licensed by the Department of Human Resources to care for a total of six children, including the owner's own children not in school full time.

In addition, some part-day nursery schools are open for a few hours each day and generally follow the public school programs, vacation and holiday schedules. Before and after school child care and recreational facilities are also available in many communities for school age children.

An increasing number of centers that previously served 3 to 5 year olds are extending downward to include toddlers and even infants, to meet increasing demands. More staff to children are required when children under 3 are served, so care is often more expensive.

Appendix "I" lists a variety of resources which can assist you in locating child care.

Recipients of Aid to Families with Dependent Children (AFDC) may have access to child care centers contracted by the State Department of Human Resources. The department may also provide "purchase of service" awards to AFDC recipients who need child care in order to get and keep employment.

"Purchase of service" awards may also be available to low income families whose median income does not exceed 45% of the median income for all families in the state. For details about where to apply, please see the listing of Department of Human Resources District and 'Sub' offices in Appendix "I".

A listing of your community's child care resources are available through the Department of Human Resources, Info line, and the State Health Department. Some parents may wish to contact Headstart learning programs for pre-school age children. These centers are also listed in Appendix "I".

Conclusion

The Permanent Commission on the Status of Women developed this manual to help ease the transition of women who are moving from one role in life to another; and particularly to identify resources for women who are moving from a situation of economic dependency to economic independence after divorce, separation or widowhood. We hope that the information provided and the sampling of Connecticut resources will be useful. We encourage you to call or write to the Commission office if you need additional assistance, and we hope that the new paths you take will bring new opportunities for security and success.

Permanent Commission on the Status of Women
90 Washington Street
Hartford CT
06106

APPENDIX "A"

HARTFORD
ADMINISTRATION

For General Information About Services: Call INFO-LINE

Info-Line is a state-wide information and referral service made available to the general public through the Connecticut State Department of Human Resources and the United Way of Connecticut.

Info-Line provides a ready-source of information on human service agencies and is a useful tool in locating providers and other organizations concerned with the issues outlined in this pamphlet.

We urge you to keep this listing of Info-Line telephone numbers handy. It can be very important when you need various kinds of help.

INFO-LINE Telephone Numbers In The State Of Connecticut

Eastern Connecticut

Danielson	774-7257
East Lyme/Pawcatuck	Dial "0" - ask for Enterprise 0025
Middletown Area	346-6691
Norwich/Southeastern	886-0516
Old Saybrook Area	388-9941
Putnam	928-6577
Willimantic	423-8090

Northcentral Connecticut

Hartford/Capitol Area	521-7150
Hartland, Enfield, Andover	Dial "0" - ask for Enterprise 1600
Stafford	Dial "0" - ask for Enterprise 1600
New Britain	225-4233
Bristol	534-2244

Northwest Connecticut

Danbury Area	743-3819
Waterbury Area	753-0171
New Milford Area	355-0023
North Canaan Area	824-5371
Torrington Area	482-9471

South Central Connecticut

Ansonia/Naugatuck Valley	734-2573
New Haven Area/Milford	624-4143
Guilford/Madison	453-3787
Meriden/Wallingford	235-7974

Southwest Connecticut

Bridgeport Area	333-7555
Norwalk Area	853-2525
Stamford Area	324-1010

APPENDIX "B"

A SAMPLING OF NON-PROFIT
EMPLOYMENT COUNSELING SERVICES IN CONNECTICUT

HARTFORD COUNTY

ASNUNTUCK COMMUNITY COLLEGE

Student Services Office

170 Elm Street

Enfield CT 06082

Tel: 745-1603, Ext. 42 - Services Office

745-1603, Ext. 42 - Financial Aid

The college provides career counseling for students and community residents. A job location development service is also available, through the Financial Aid Office, which notifies individuals of job openings for which they are qualified. There is no fee for these services. Counseling is by appointment. Hours are: 9:00 a.m. - 5:00 p.m., and two evenings (usually Monday and Wednesday) until 8:00 p.m.

BRISTOL COMMUNITY ORGANIZATION, INC.

Community Action Agency

83 Laurel Street

Bristol CT 06010

Tel: 584-2725

Employment counseling is available for individuals who meet certain federal low income or disadvantaged eligibility guidelines. Services are also available to people who are handicapped. Services include career counseling and help with resume writing.

CENTRAL CONNECTICUT STATE UNIVERSITY

1615 Stanley Street

New Britain CT 06053

Tel: 827-7415 - Career Counseling

827-7411 - Women's Center

Employment counseling is offered for students and graduates of the college through the career counseling office. There is no fee for this service. However, there is a \$3.00 charge for vocational interest testing. Career counseling hours are: 8:30 - 4:30, Monday - Friday.

The Women's Center of the college also provides services especially for women in transition. This counseling services are offered free of charge and covers such topics as assertiveness training and time management. In addition, Community Education non-credit courses help people to prepare for college and also assist individuals with career development. These courses include, for example, math anxiety reduction, and study skills for college and career development. The costs for community education courses range from \$35.00 - \$50.00.

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COUNSELING CENTER - HARTFORD COLLEGE FOR WOMEN
50 Elizabeth Street
Hartford CT 06105
Tel: 236-5838

The Center has served adult women for central Connecticut since 1968. Services include career counseling (individual & group), vocational interest testing, and resume consultation. A counseling fee of \$50.00 includes one counseling session and one follow-up visit. The center also offers workshops, courses, and special programs for personal and career development, and skill building (e.g. Steppingstone Math) and job-related training.

A Displaced Homemaker program called, "Look Forward" is offered free to women who meet the federal Displaced Homemaker guidelines. It includes transitional and career counseling and job skill training and education.

Center hours are 8:30 a.m. - 5:00 p.m. and Wednesday evenings.
Classes are in the evening.

GREATER HARTFORD COMMUNITY COLLEGE
61 Woodland Street
Hartford CT 06105
Tel: 549-4200, Ext. 216 - Counseling Department

The College offers career, academic and personal counseling free of charge. Career testing is also available. Hours are 8:30 - 4:30.

MANCHESTER COMMUNITY COLLEGE
Counseling Services
60 Bidwell Street
Manchester CT 06040
Tel: 646-4900, Ext. 221 - Counseling Service
EXT, 232 or 286 - Women's Center

The college counseling service offers career counseling to students and to residents of the Manchester area. The service also maintains job listings. Hours are 8:30 - 5:30, all year.

In addition, The Women's Center of the college offers various workshops including, for example, workshops on assertiveness training, career change, resume-writing, and women in management. Women's Center hours are 9:00 a.m. to 9:00 p.m. The Women's Center is closed May 15th - September 6th. There are no fees for these services.

PROJECT FIND
297 Farmington Avenue
Hartford CT 06105
Tel: 249-7588

Project FIND is designed for low income women and men in various stages of life transition. The project accepts referrals for individual and group counseling for residents of Asylum Hill. There is no fee. Hours are 8:30 to 4:30.

GREATER HARTFORD COMMUNITY COLLEGE
Career Couns
800 Summit St
Hartford CT 0
Tel: 527-3119
SeFol*

TRINITY COLLEGE
Career Counseling Office
300 Summit Street
Hartford CT 06106
Tel: 527-3151, Ext. 228 or 229

Services provided are for Trinity alumni and students. A notebook kept in the career counseling office lists various job opportunities received by the college. Counseling covers a wide variety of subjects. There is no fee. Hours are 8:30 - 4:30, Monday - Friday, except during the summer. Summer hours are 8:00 - 4:00, Monday - Thursday, 8:00 - 1:00 on Friday.

TUNXIS COMMUNITY COLLEGE
Junction, Routes 6 & 77
Farmington CT 06032
Tel: 677-7701, Ext. 50

The college offers career counseling and assistance in developing interview skills and writing resumes. Career counseling and placement assistance are offered to students. Special programs are offered for displaced homemakers.

UNIVERSITY OF HARTFORD-CAREER DEVELOPMENT & PLACEMENT CENTER
200 Bloomfield Avenue
West Hartford CT 06117
Tel: 243-4287

This center offers free career counseling to students and alumni only. The center also offers workshops, a job bank and a career library. An appointment is necessary. The hours are 8:30 - 4:30, Monday - Friday and Wednesday evenings until 8:30.

URBAN LEAGUE OF GREATER HARTFORD
1229 Albany Avenue
Hartford CT 06112
Tel: 527-0147

The Urban League offers job placement to men and women free of charge. Individuals meet with the employment counselor after reviewing job openings listed in the job bank. Hours are 9:00 - 5:00, Monday - Friday.

THE COUNSELING SERVICE OF THE METROPOLITAN HARTFORD YMCA, INC.
160 Jewel Street, Third Floor
Hartford CT 06103
Tel: 522-4183

This YMCA counseling service provides vocational and educational counseling as well as comprehensive testing. A library is maintained to provide information about careers and career entry. The fee is \$245.00, covering both counseling and testing. A one-session counseling fee costs \$45.00. Hours are 9:00 - 5:00, Monday - Friday.

HARTFORD REGION YWCA, INC., CAREER DEVELOPMENT SERVICE FOR WOMEN
135 Broad Street
Hartford CT 06105
Tel: 525-1163, Ext. 266

This career development service offers assistance to women in determining their long and short term goals, through individual counseling, structured to identify and evaluate skills and interests, and gives individual attention to career planning. Career counselors work with individuals on a one to one basis and schedule tests if necessary. Job interview clinics helps individuals to learn the dynamics of successful interviewing. A resume critique service is open 9:30 a.m. to 11:30 p.m., Monday - Friday. The New Jobs for Women Program offers a 15 week clerical training program. Hours for New Jobs for Women are 8:30 - 4:30. The program is for women who are unemployed, under-employed and unskilled. Call for further information or for an appointment.

FAIRFIELD COUNTY

ADULT LEARNING CENTER
389 Kossuth Street (Kolbe High School)
Bridgeport CT 06608
Tel: 576-8097

The center offers English as a Second Language on three levels, beginners, intermediate and advanced. A high school equivalency course is available in English and Spanish. Individuals who wish to prepare for a high school diploma should take this course, no fees are required. Various adult education courses are offered in the evenings. Contact the center for more information on these courses. Job counseling is offered by appointment at the center. Hours are 9:00 - 3:00, Monday - Friday.

FAIRFIELD ADULT CAREER & EDUCATION SERVICES
Fairfield University
Fairfield CT 06430
Tel: 255-5411, Ext. 2249 - Continuing Education
Ext. 2687 - Adult Career

This is a community service which assists adults by providing information on planning for employment and educational opportunities. The service offers counseling on career change, re-entry into the workforce, counseling for displaced homemakers, and information on resume preparation. Some of these individuals carry individual fees. There is no charge for a meeting with a counselor. The "Career Direction Workshop", a five week course, costs \$50.00 and the "Career Change Workshop", also a five week course, costs \$60.00. There is a \$50.00 fee for career testing. The hours are 9:00 - 5:00, Monday - Friday, and one evening a week by appointment.

HOUSATONIC COMMUNITY COLLEGE
510 Barnum Avenue
Bridgeport CT 06608
Tel: 579-6483 - Student Advising

The college provides assistance to students and to area residents concerning job search, career exploration, and provides information about various colleges. Hours are Monday - Thursday, 8:30 - 7:00 and Friday, 8:30 - 4:30.

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DANBURY CENTER FOR GREATER DANBURY
Main Street
Danbury CT 06810
Pat Tidmarsh, Ex. Director
Tel: 743-3010

The Center offers one to one peer counseling and makes job referrals in the Danbury area. Center staff will also review completed resumes. A library is also maintained, providing information on job search, resume writing, etc. Center hours are 9:30 - 4:30, Monday & Friday, 9:30 - 12:30 Tuesday, and 12:30 - 4:30, Wednesday & Thursday.

URBAN LEAGUE OF SOUTHWESTERN FAIRFIELD COUNTY, INC.
231 Main Street
Stamford CT 06901
Tel: 327-5810

The Urban League offers employment counseling, referral and placement services to men and women. There is no fee for this service. The hours are Monday - Friday, 9:00 - 5:00.

UNIVERSITY OF BRIDGEPORT COUNSELING CENTER, COMMUNITY COUNSELING SERVICE
85 Park Avenue
Bridgeport CT 06601
Tel: 576-4453

Counseling and testing are offered to non-students. The service helps individuals to address personal concerns, career planning, career change, and educational planning. Counseling is provided by qualified counselors. Fees are \$15.00 per hour for administration of written test, \$30.00 per hour for test interpretation and individual counseling. Office hours are 8:30 - 5:00 Monday - Thursday. The center is also open 6:00 p.m. - 8:00 p.m. Monday - Thursday by appointment.

YWCA OF GREATER BRIDGEPORT, INC., WOMEN HELPING WOMEN
753 Fairfield Avenue
Bridgeport CT 06604
Tel: 334-6154

The YWCA provides an extensive counseling program in such fields as job readiness, services for displaced homemakers, information on job search, career, personal, legal and financial counseling. The Bridgeport YWCA also offers training programs in non-traditional occupations depending upon the availability of funds. Support groups have been established for women and include a group to provide general support and a special support group for women going through divorce and separation. A sliding scale from \$5 to \$15 is charged per session for YWCA and non-members. Membership is not necessary but is recommended. Group special programs are also offered. Hours are 9:00 - 5:00, Monday - Friday. Services also offered Monday evening from 7:00 - 9:30, by appointment.

NORWALK COMMUNITY COLLEGE
333 Wilson Avenue
Norwalk CT 06854
Tel: 853-2040, Ext. 296

The college offers a range of counseling services including career counseling, through the Counseling Center, The Office of Career Planning and Placement and the Counseling Center for Women. Counseling Center hours are 9:00 - 4:00. A separate career planning course (6-8 weeks duration) is offered through the Continuing Education Department. The fee for the course is \$50.00. Hours are Monday - Thursday, 9:00 - 7:30, Friday 9:00 - 4:00.

NORWALK ECONOMIC OPPORTUNITY (NEON)
33 South Main Street
South Norwalk CT 06854
Tel: 854-1850

Employment counseling is offered to persons who have been certified as low income or disadvantaged under federal guidelines. A work experience program is offered for youth and adults who need preparation for the job market. A short term job factory program is also available, providing counseling, job seeking skills, instruction and job development activities, with the goal of placement in the private sector. Hours are 9:00 - 5:00, Monday - Friday.

MIDDLESEX AND NEW HAVEN COUNTIES

MIDDLESEX COMMUNITY COLLEGE
100 Training Hill Road
Middletown CT 06457
Tel: 344-3016

Career counseling and testing are offered by the community services offices of the college. The fee for this service is \$25.00. The hours are 8:30 - 9:00 p.m. Monday and Tuesday, and 8:30 - 4:30 Friday.

B'NAI B'RITH CAREER AND COUNSELING SERVICE OF CONNECTICUT
85 Harrison Street
New Haven CT 06515
Tel: 397-1964

The service provides career counseling and testing for the general public. Fees are available on request and determined on the basis of a sliding scale. The service also offers vocational and educational counseling, and services individuals in a wide range of age groups (eight grade through retirement). Hours are flexible and appointments are necessary.

GREATER NEW HAVEN STATE TECHNICAL COLLEGE
222 Maple Avenue
New Haven CT 06473
Tel: 789-6923 or 789-7806

Students and prospective students receive counseling regarding technical careers, (mechanical, data processing, etc.). The college also provides testing for aptitude, interest and assesment, help with resume writing, interview techniques, etc. There is no fee for this service.

CONNIPAC COLLEGE
1000 Carmel Avenue, Building "T"
Hamden CT 06518
Tel: 288-5251, Ext. 293

Counseling and placement services are available for students, faculty, staff and alumni. The counseling center offers career, vocational and other types of counseling. Job openings are posted in the placement office and placement assistance is available. Hours are 8:00 - 4:00, Monday - Friday.

TEAM, INC.
256 Main Street
Derby CT 06418
Tel: 735-8705

This community agency offers some career counseling, work experience and other programs for adults and youth. Agency hours are 9:00 - 5:00.

URBAN LEAGUE OF GREATER NEW HAVEN
1184 Chapel Street
New Haven CT 06511
Tel: 624-4168

The Urban League offers employment counseling for men and women and refers individuals for existing job openings. Applications may be filled out anytime during office hours, 9:00 - 5:00, Monday - Friday. Appointments are then arranged for meetings with the Employment Specialist. There is no fee for this service.

WOMEN'S EMPLOYMENT RESOURCE CENTER (W.E.R.C.)
NON-TRADITIONAL OCCUPATIONS
48 Howe Street
New Haven CT 06511
Tel: 624-2331

WERC's goal is to facilitate women's access to success in "non-traditional" training programs and jobs in skilled trades and technical areas traditionally filled by men. WERC also provides ongoing counseling and support services. Counseling referral, resume writing, and individual skills are discussed on an individual basis.

WERC also offers work re-entry workshops for homemakers. The workshop are designed to help women to gain an understanding of the workplace, and to provide counseling, aimed at helping women to make well informed career choices. Hours are 9:00 - 4:00, by appointment. The cost for vocational counseling is \$15.00. Although the fee is waived for persons receiving public assistance. The cost for vocational testing is \$5.00.

SOUTH CENTRAL COMMUNITY COLLEGE
67 Sargent Drive
New Haven CT 06511
Tel: 789-7033

The college offers career counseling to students and non-students. There is no fee for this service. Hours are 8:30 - 4:30, with some evening hours while the college is in session. Call for an appointment. Placement assistance is available to students only.

NEW LONDON COUNTY

CAREER COUNSELING AND PLACEMENT, CONNECTICUT COLLEGE
Box 1618 - Connecticut College
New London CT
Tel: 447-7625

This is a free counseling service for alumni and students of Connecticut College and graduates of other institutions are accepted by referral. The service does not include testing. Free workshops and a career library are also offered. Appointments are necessary. The hours are 8:30 - 5:00, Monday - Friday. Closed during lunch hour - 12:00 to 1:00.

NEIGHBORHOOD INTERACTION FOR NORWICH EXPANDED (NINE)
2 Cliff Street
Norwich CT 06360
Tel: 889-1365, Ext. 238 - Employment & Training

Career planning and testing services are available to persons who are certified as low income or disadvantaged under federal guidelines. The organization also maintains lists of government job openings. Hours are 8:00 - 4:00, Monday - Friday.

REGIONAL COUNSELING CENTER OF SOUTHEASTERN CONNECTICUT
76 Federal Street
New London CT 06320
Tel: 442-4556

This is an education brokerage. The cost of services provided is \$15.00 an hour, however, this fee may vary with mailing costs. The center provides information on schooling and financial aid, educational and career counseling, interest value and aptitude testing. The center also offers help with resume writing and job hunting techniques. Testing charges range between \$45 to \$70, depending on the type of test taken. This center also makes referrals to other agencies when appropriate.

WOMEN'S CENTER OF SOUTHEASTERN CONNECTICUT, INC.
120 Broad Street
P.O. Box 572
New London CT 06320

Career counseling is offered through the Women's Center specifically on Tuesdays from 9:00 - 12:00 by appointment. The center offers courses in resume writing, assertiveness training and other areas periodically throughout the year. A job bank is available for the public. Women's Center hours are 9:00 - 5:00, Monday - Friday.

WIDHAM
NORTHEAST
208 School
Putnam CT
Tel: 964-9646

There
are
hours
- 8:15 -

RODHAM AND TOLLAND COUNTIES

NORTHEAST REGIONAL COMMUNITY & ADULT EDUCATION
208 School Street
Putnam CT 06260
Tel: 928-7957

Counseling is offered free of charge, including personal, educational and employment counseling. The program also offers assistance with job placement. There are no eligibility requirements for the service. Hours are varied.

UNIVERSITY OF CONNECTICUT
U-56 B University of Connecticut
Storrs CT 06268
Tel: 486-4670

The University offers educational and career counseling and information for adult students and non-students without charge. Interest and aptitude testing is available at nominal cost. There is no placement service. Group programs in career planning for which a fee is charged and offered in conjunction with the University's Office of Non-Credit Programs.

APPENDIX "C"

* Also contact Info-Line
(See page 41).

A SAMPLING OF PERSONAL COUNSELING SERVICES AND TYPES OF COUNSELING OFFERED

NAME OF COUNSELING SERVICE	TYPE OF COUNSELING OFFERED		
	About Personal Issues	For Children	Fees
<u>CAPITOL REGION</u>			
<u>HARTFORD</u>			
YWCA 135 Broad Street Tel: 525-1163, Ext. 266	Yes	Yes	Set fees Scholarship Aid available
Catholic Family Services 896 Asylum Avenue Tel: 522-8241	Individual, family, marital, women's ongoing therapy group, group for divorced singles	Yes	Fees based on annual abi- lity to pay
Project FIND 59 Gillett Street Tel: 249-7588	Individual, family, support groups geared toward indi- viduals on public assistance	teenagers	No fees
Child & Family Services 1680 Albany Avenue Tel: 236-4511	Individual, family, marital, separation & divorce & other types of counseling	Yes	Sliding scale
CARE-LINE 1-800-842-2288 (24-hour hot-line, crisis intervention for child abuse) Dept. of children & youth services	Emergency service to report child abuse. Also: Emergency crisis telephone counseling, referral to an extensive range of social services, support groups, helping agencies standards.	Can provide informa- tion about support groups for abusive parents	No fees
The Counseling Center of Hartford College for Women 50 Elizabeth Street Tel: 236-5838	Yes, in connection with career counseling; (See Appendix A, page 41). Also in connection with displaced homemaker program (See page	No	\$50 - two career counse- ling sessions Displaced Homemaker program free

APPENDIX "C" (cont'd.)

A SAMPLING OF PERSONAL COUNSELING SERVICES AND TYPES OF COUNSELING OFFERED

NAME OF COUNSELING SERVICE	TYPE OF COUNSELING OFFERED		
	About Personal Issues	For Children	Fees
<u>WEST HARTFORD</u>			
YWCA 21 North Main Street Tel: 561-3977	Yes	No	Set fees 1 to 1 \$20/hr. \$25/family (scholarship aid available)
Jewish Family Service 740 North Main Street Tel: 236-1927	Personal/Family	Yes	Scaled Fees
<u>MANCHESTER</u>			
Manchester Community College Guidance Clinic 317 North Main Street Tel: 643-2101		Yes to age 18	Sliding scale
YWCA, Nutmeg Branch 78 North Main Street Tel: 647-1437	Yes	No	Set fees (scholarship aid available)
Child & Family Services 110 Main Street Tel: 643-2761	Individual/Family	Yes	Scaled Fees
<u>WEST CENTRAL REGION</u>			
<u>SOUTHINGTON</u>			
Youth Center 93 Main Street Tel: 621-0165	Limited family counseling (1 or 2 sessions) Southington residents	Under 18	No Fees

APPENDIX "C" (cont'd.)

A SAMPLING OF PERSONAL COUNSELING SERVICES AND TYPES OF COUNSELING OFFERED

NAME OF COUNSELING SERVICE	TYPE OF COUNSELING OFFERED		
	About Personal Issues	For Children	Fees
<u>MERIDEN</u>			
Child Guidance Clinic 117 Lincoln Street Tel: 235-5767	*For parents only when child is involved	Yes	Scaled Fees
<u>NEW HAVEN</u>			
YWCA 48 Howe Street Tel: 865-5171	Yes, also support groups for displaced homemakers, teen parents, single parents, parents & youth in conflict.	No	No Fees
Catholic Family Services 478 Orange Street Tel: 787-2207	Individual, marital, family	Yes with parental consent	Scaled Fees
Women's Liberation Center 614 Orange Street Tel: 776-2658 (open limited hours)	Support Groups Peer counseling	No	No Fees
<u>ENFIELD</u>			
Asnuntuck Community College Women's Center 170 Elm Street Tel: 745-1603	For students, alumni, those seeking entry into school should inquire, Women's Support Group/ Mother's Support Group		No Fees
<u>NEW BRITAIN</u>			
Family Services 92 Vine Street Tel: 223-9291	Individual, marital groups	Yes	According to income
Sheldon Community Clinic 26 Fussell Street	*For parents only when child is involved (individual & group)	Yes	Sliding Fees

APPENDIX "C" (cont'd.)

A SAMPLING OF
PERSONAL COUNSELING SERVICES
AND TYPES OF COUNSELING OFFERED

NAME OF COUNSELING SERVICE	TYPE OF COUNSELING OFFERED		
	About Personal Issues	For Children	Fees
<u>GLASTONBURY</u>			
Youth & Family Services Bureau 321 Hubbard Street Tel: 633-5231	Individual & family, for Glastonbury residents	Yes	No Fees
<u>NEWINGTON</u>			
Youth Service Bureau Newington Town Hall 131 Cedar Street Tel: 666-4661		Youth & their families	Day services no cost, sliding fee for evening services
<u>WATERBURY</u>			
YWCA 80 Prospect Street Tel: 754-5136	Various support groups	No	Variable
Catholic Family Service 56 Church Street Tel: 755-1196	Yes	Yes	Scaled Fees
Child Guidance Clinic 70 Pine Street Tel: 756-7287	*For parents only when child is involved - family, or parents alone.	Yes	Scaled Fees
Waterbury Youth Services 136 West Main Street Tel: 754-2181	Family - parents alone and/or with their children parent workshops	Yes up to age 21 personal counseling pre-employment programs	No Fees
<u>TORRINGTON</u>			
Catholic Family Services 132 Grove Street Tel: 482-5558 (United Way)	Yes - marital, family, drugs, alcohol, individual	Yes	Sliding Fees no one is turned away

APPENDIX "C" (cont'd.)

A SAMPLING OF PERSONAL COUNSELING SERVICES AND TYPES OF COUNSELING OFFERED

NAME OF COUNSELING SERVICE	TYPE OF COUNSELING OFFERED		
	About Personal Issues	For Children	Fees
<u>TORRINGTON (cont'd.)</u>			
Child & Family Services 564 Prospect Street Tel: 482-8561	Families - parents alone or with their children	Yes	Scaled Fees
<u>SOUTHWEST REGION</u>			
<u>STAMFORD</u>			
Child Guidance Center/Stamford 103 West Broad Street Tel: 324-6127	*For parents only when child is involved	Yes	Scaled Fees
<u>BRIDGEPORT</u>			
Community Counseling Service University of Bridgeport 85 Park Avenue Tel: 576-4454	Yes		Set Fees for non-students free for students
Child Guidance Center 1081 Iranistan Avenue Tel: 367-5361	*For parents when child is involved	Psychotherapy	\$1 - \$55 Scaled Fees
YWCA 753 Fairfield Avenue Tel: 334-6154	Yes - women helping women family, rape, mothers Inc. abused women, displaced homemakers	Youth programs	Scaled Fees
<u>GREENWICH</u>			
YWCA - Greenwich area 259 East Putnam Avenue Tel: 869-6501	Yes - short term-referrals Domestic Abuse Service - individual counseling & referral		Variable

APPENDIX "C" (cont'd.)

A SAMPLING OF PERSONAL COUNSELING SERVICES AND TYPES OF COUNSELING OFFERED

NAME OF COUNSELING SERVICE	TYPE OF COUNSELING OFFERED		Fees
	About Personal Issues	For Children	
<u>NEW MILFORD</u>			
Counseling Association of New Milford 26 Bank Street Tel: 354-9661	Family/Couples		Scaled Fees
<u>DANBURY</u>			
Counseling Center 248 Main Street Tel: 775-8240	Yes		Scaled Fees
Women's Center of Greater Danbury 256 Main Street Tel: 743-3010	Peer Counseling, Short term crisis intervention, support groups, divorce, and other services		No Fees
<u>EASTERN AREA</u>			
<u>STORRS</u>			
University of CT Women's Center Box U-118 27 Whitney Road Tel: 486-4738	Yes - support groups		No fees
<u>WILLIMANTIC</u>			
Counseling Associates 21 Church Street Tel: 423-2228 (29 West Main Street, Mystic)	Yes - psycho-therapy	Yes	\$25 - \$50/hr. Scaled Fees Accept 3rd party payments
Windham Regional Community Council, Inc. Bridge Street Plaza Tel: 423-4534	Yes	Adolescents in Crisis	No Fees

APPENDIX "C" (cont'd.)

A SAMPLING OF
PERSONAL COUNSELING SERVICES
AND TYPES OF COUNSELING OFFERED

NAME OF COUNSELING SERVICE	TYPE OF COUNSELING OFFERED		
NEW LONDON	About Personal Issues	For Children	Fees
Women's Center of Southeastern CT P.O. Box 572 Tel: 447-0366	Yes - Short term crisis support groups	referrals offered	No Fees

APPENDIX "D"

PUBLIC SECONDARY SCHOOLS FOR ADULTS *

In the following cities, the board of education grants an Adult High School Diploma on the successful completion of a prescribed curriculum of adult courses.

<u>Town</u>	<u>Location</u>	<u>Principal or Director</u>	<u>Telephone</u>
Branford	Branford High School	James E. Murray, Jr.	488-7291
Bridgeport	Central High School	Thomas O'Neill	576-7373
Danbury	Danbury High School	Alex Boychuck	797-4733
East Hartford	George J. Penney High School	Bernard Prusaczyk	289-7411
			x465
East Haven	East Haven High School	Mark Fiorello	468-3310
East Lyme	East Lyme High School	Lenore Brown	739-6941
Enfield	Farm High School	Joseph Scherr	763-0054
Fairfield	Board of Education	Joe Giorgio	255-8376
Farmington	Town Hall	Bonnie Manter	673-8277
Groton	Fitch Senior High School	William P. Parmenter	445-7799
Handon	Handon High School	Gerald J. Nolan	248-9311
			x 78
Hartford	Board of Education	William Thompson	722-6030
Ledyard	Ledyard High School	Doreen Phalin	464-9600
Meriden	Board of Education	Robert Fania	238-3300
Middletown	Wilson Middle School	Arthur Muldowney	347-4469
Montville	Montville High School	Peter DeLisa	848-9208
Naugatuck	Naugatuck High School	Franklin Johnson	729-7223
New Haven	Board of Education	Jack Chasin	787-8410
Newington	Newington High School	Raymond Newton	866-5467
New London	New London High School	Anthony Sabilla	447-3231
Norwalk	Board of Education	Raymond Senes	847-0481
			x236
Norwich	Board of Education	Joseph Murphy	886-0861
Stamford	Board of Education	William Conway	358-4731
Vernon	Board of Education	Richard Tariff	875-1960
Wallingford	Mark Sheehan High School	Joseph Cretella	265-2836
			x324
Waterbury	Board of Education	Donato L. Gonillo	574-8038
Waterford	Waterford High School	Jane Moya	442-9401
West Hartford	Education Center	Douglas Christie	232-5953
West Haven	West Haven High School	William Linehan	934-4985
Windham	Board of Education	Arlene Scully	423-8912

* From: The Connecticut Education Directory, 1984/85
State of Connecticut Board of Education - 1984

APPENDIX "E"

STATE REGIONAL VOCATIONAL-TECHNICAL SCHOOLS-- *

Division of Vocational-Technical Schools
P.O. Box 2219
Hartford 06145

Angele Tedesco
Associate Commissioner/
Director

366-7232/33

Kenneth C. Gray
Assistant Director

566-7233/34

The following schools are maintained by the State Board of Education under the provisions of Section 10-95 of the General Statutes:

<u>School</u>	<u>Address</u>	<u>Director</u>	<u>Telephone</u>	<u>Secondary Enrollment</u>
Emmett O'Brien	141 Prindle Avenue, Ansonia 06401	James B. Caulfield	735-9361	635
Bullard-Havens	500 Pellisade Avenue, Bridgeport 06610	John Kerpchar	579-6333	1,000
Henry Abbott	Mayestown Avenue, Danbury 06810	Laura Kaminski	797-4460	898
H. M. Ellis	Maple Street, Danielson 06239	Arthur R. Quimby, Jr.	774-8511	550
Ella T. Grasso Southeastern	189 Fort Hill Road, Groton 06340	Milton T. White	448-0220 (Centrex 4746)	800
Eli Whitney	71 Jones Road, Hamden 06514	John F. Consoli	397-4031	948
A. I. Prince	500 Brookfield Street, Hartford 06106	Lewis E. Randall	246-8594	800
Howell Cheney	791 West Middle Turnpike, Manchester 06040	Laurence Terardi	649-5396	635
M. C. Wilcox	Oregon Road, Meriden 06450	Andrew Jakab	238-6268	915
Vinal	60 Daniels Street, Middletown 06457	Martin J. Jaskot	344-2930	690
Platt	600 Orange Avenue, Milford 06460	Francis E. Woods	877-2771	1,025
E. C. Goodwin	735 Slater Road, New Britain 06053	Frank Pawlow	827-7736	1,000
Norwich	590 New London Turnpike, Norwich 06360	John T. Rooke	889-8453	690
J. M. Wright	Box 1416, Stamford 06904	George Zitnay	324-7363	825
Oliver Wolcott	75 Oliver Street, Torrington 06790	William Perlette	489-0261	680
M. F. Kayner	43 Tompkins Street, Waterbury 06708	Thomas Scharrett	574-2307	1,015
Windham	210 Birch Street, Willimantic 06226	Felix R. Grzyh	423-4544	568

REGIONAL VOCATIONAL-TECHNICAL SATELLITES

<u>School</u>	<u>Address</u>	<u>Director</u>	<u>Telephone</u>	<u>Secondary Enrollment</u>
Howell Cheney Satellite	170 Elm Street, Enfield 06082	Harry Sowell	745-1603 x 45	200
M. C. Wilcox Satellite	Pond Hill Road, Wallingford 06492	Andrew Jakab	265-0099	210
Vinal Satellite	Middlesex Turnpike, Essex 06426	John Aukshunas	767-0181	154
E. C. Goodwin Satellite	431 Minor Street, Bristol 06010	Charles Grigorian	584-8433	110

* From: The Connecticut Education Directory, 1984/85
State of Connecticut Board of Education - 1984

APPENDIX "F"

COLLEGES & UNIVERSITIES IN CONNECTICUT*

PUBLIC COLLEGES AND UNIVERSITIES

<u>Agency/School</u>	<u>Chief Officer</u>	<u>Address</u>	<u>Telephone</u>
Board of Governors for Higher Education/Department of Higher Education	Norma Foreman Glasgow Commissioner	61 Woodland Street Hartford 06105	566-3910
Education and Employment Information Center	Eric C. Ott Director	56 Arbor Street Hartford 06106	1-800-842-0229 566-8118
UNIVERSITY OF CONNECTICUT AND BRANCHES			
University of Connecticut at Storrs	John A. DiBiaggio President	Storrs 06268	486-2000
University of Connecticut Health Center	James E. Mulvihill Executive Director and Vice President for Health Affairs	Farmington 06032	674-2000
University of Connecticut at Avery Point	James L. Baird, Jr. Director	Groton 06340	446-1020
University of Connecticut at Hartford	Russell F. Farnen Director	1800 Asylum Avenue West Hartford 06117	241-4832
University of Connecticut at Stamford	Yakira N. Frank Director	Scofieldtown Road Stamford 06903	322-3466
University of Connecticut at Torrington	Robinson A. Brewer Director	University Drive, RFD Torrington 06790	482-7635
University of Connecticut at Waterbury	Alphonse Avitabile Director	32 Hillside Avenue Waterbury 06710	757-1231
STATE UNIVERSITIES			
Board of Trustees for the Connecticut State University	James A. Frost Executive Director	Box 2008 New Britain 06050	827-7700
Central Connecticut State University	F. Don James President	1615 Stanley Street New Britain 06050	827-7000
Eastern Connecticut State University	Charles R. Webb, Jr. President	83 Windham Street Willimantic 06226	456-2231
Southern Connecticut State University	Michael J. Adanti President	501 Crescent Street New Haven 06515	397-4275
Western Connecticut State University	Stephen Feldman President	181 White Street Danbury 06810	797-4201
STATE TECHNICAL COLLEGES			
Board of Trustees for the State Technical Colleges	George W. Harris Executive Director (Acting)	61 Woodland Street Hartford 06105	566-3976
Greater New Haven State Technical College	Thomas J. Sullivan President	222 Maple Avenue North Haven 06473	789-7650

* From: The Connecticut Education Directory, 1984/85
State of Connecticut, Board of Education

<u>Agency/School</u>	<u>Chief Officer</u>	<u>Address</u>	<u>Telephone</u>
Hartford State Technical College	Kenneth DeRego President	401 Flatbush Avenue Hartford 06106	527-4111
Norwalk State Technical College	William M. Krummel President	181 Richards Avenue Norwalk 06854	838-0601
Thomas Valley State Technical College	Donald R. Walter President (Acting)	574 New London Turnpike Norwich 06360	886-0177
Waterbury State Technical College	Charles A. Ekstrom President	1460 West Main Street Waterbury 06708	575-8083
REGIONAL COMMUNITY COLLEGES			
Board of Trustees for the Regional Community Colleges	Andrew C. McKirdy Executive Director	61 Woodland Street Hartford 06105	566-8760
Asnuntuck Community College	Daniel R. McLaughlin President	170 Elm Street, P.O. Box 68 Enfield 06082	745-1603
Greater Hartford Community College	Arthur C. Banks, Jr. President	61 Woodland Street Hartford 06105	549-8200
Housatonic Community College	Vincent S. Darnowski President	510 Barnum Avenue Bridgeport 06608	579-6400
Manchester Community College	William E. Vincent President	60 Bidwell Street Manchester 06040	647-6000
Mattatuck Community College	Kenneth H. Summerer President	750 Chase Parkway Waterbury 06708	575-0328
Middlesex Community College	Robert A. Chapman President	100 Training Hill Road Middletown 06457	344-3011
Mohegan Community College	Myrna R. Miller President	Mahan Drive Norwich 06360	886-1931
Northwestern Connecticut Community College	Regina M. Duffy President	Park Place Winsted 06098	379-8543
Norwalk Community College	William W. Schwab President	333 Wilson Avenue Norwalk 06854	853-2040
Quinebaug Valley Community College	Robert E. Miller President	P.O. Box 59 Danielson 06239	774-1130
South Central Community College	Richard M. Turner III President	60 Sargent Drive New Haven 06511	789-7028
Tuxis Community College	Eduardo Marti Executive Dean	P.O. Box 159 Farmington 06032	677-7701
BOARD FOR STATE ACADEMIC AWARDS/CHARTER OAK COLLEGE	Bernard D. Shea Executive Director/ President	340 Capitol Avenue Hartford 06106	1-808-842-2220 566-7230
OTHER PUBLIC COLLEGES			
U.S. Coast Guard Academy	Rear Admiral Edward Nelson, Jr. Superintendent	New London 06320	444-8444

PRIVATE COLLEGES AND UNIVERSITIES

<u>School</u>	<u>President</u>	<u>Address</u>	<u>Telephone</u>
Albertus Magnus College	Sr. Julia McNamara	700 Prospect Street New Haven 06511	773-8360
Briarwood College	John J. LaCanche	2279 Mount Vernon Road Southington 06489	828-4761
Bridgeport Engineering Institute	William J. Owens	4229 Park Avenue Bridgeport 06606	372-4395
Connecticut College	Oakes Ames	Route 32 North New London 06320	447-1911*
Fairfield University	The Rev. Aloysius P. Kelley, SJ	North Benson Road Fairfield 06430	258-5411
Hartford College for Women	Marcia A. Savage	1265 Asylum Avenue Hartford 06106	254-1218
The Hartford Graduate Center	Matthew J. Cullen, Jr. Interim President	278 Windsor Street Hartford 06120	548-2400
Hartford Seminary	Dr. Michael Rien	77 Sherman Street Hartford 06105	232-4481
Holy Apostles College	The Very Rev. Leo J. Orian	33 Prospect Hill Road Cromwell 06418	638-6311
Katherine Gibbs School*	Sandra B. Erskoff	142 East Avenue Norwalk 06851	838-4173
Mitchell College	Robert C. Weller	437 Pequot Avenue New London 06320	443-2811
Mt. Sacred Heart College	Sr. Maria Consilia Mantello	265 Benham Street Middletown 06454	248-4225
Peter College of Art	Edward T. Peter	60 Prospect Court Middletown 06451	777-3861
Post College	Douglas R. Piche	800 Country Club Road Waterbury 06708	758-0121

* Authorized only to operate an accredited associate degree program in secretarial science

<u>School</u>	<u>President</u>	<u>Address</u>	<u>Telephone</u>
Quinnipiac College	Richard A. Terry	Ht. Carmel Avenue Hamden 06518	288-6291
Sacred Heart University	Thomas P. Melady	P.O. Box 6460 Bridgeport 06606	371-7999
St. Alphonsus College	Rev. Patrick McGarrity	1762 Mapleton Avenue Suffield 06078	668-7393
St. Basil's College	The Most Rev. Basil H. Loston	195 Glenbrook Road Stanford 06092	324-4578
St. Joseph College	Sr. Mary Payton Ryan	1678 Asylum Avenue West Hartford 06117	232-4871
Trinity College	James F. English, Jr.	300 Summit Street Hartford 06106	827-3161
University of Bridgeport	Leland Miles	380 University Avenue Bridgeport 06602	876-4000
University of Hartford	Stephen Joel Trachtenberg	West Hartford 06117	243-4100
University of New Haven	Phillip Kaplan	300 Orange Avenue West Haven 06516	934-6321
Wesleyan University	Colin B. Campbell	Middletown 06487	347-9411
Yale University	A. Bartlett Giamatti	New Haven 06520	436-4771

APPENDIX "G"

SOURCES OF INFORMATION ABOUT HIGHER EDUCATION

General Information:

Department of Higher Education
61 Woodland Street
Hartford CT 06105
Tel: 566-3910

University of Connecticut
Storrs CT 06268
Tel: 486-2000

Board of Trustees for the
Connecticut State University
P.O. Box 2008
New Britain CT 06050
Tel: 827-7700

Board of Trustees of Regional
Community College
61 Woodland Street
Hartford CT 06105
Tel: 566-8760

Board of Trustees for the
State Technical College
61 Woodland Street
Hartford CT 06105
Tel: 566-3976

Board for State Academic Awards
340 Capitol Avenue
Hartford CT 06106
Tel: 566-7330 (Hartford)
1-800-842-2220

Education and Employment
Information Center
56 Arbor Street
Hartford CT 06106
Tel: 566-8118 (Hartford)
or toll free
1-800-842-0229

Connecticut Conference of
Independent Colleges
36 Gillet Street
Hartford CT 06105
Tel: 522-0272

Connecticut Council on Higher Education
100 Training Hill Road
Middletown CT 06457
Tel: 344-3001

New England Board of Higher Education
45 Temple Place
Boston MA 02111
Tel: (617) 357-9620

APPENDIX "H"

FINANCIAL AID INFORMATION

Department of Higher Education
John Siegrist, Director
Student Financial Assistance
61 Woodland Street
Hartford CT 06105
Tel: 566-2618

Connecticut Talent Assistance
Cooperative-EOC
Louis Campbell, Director
Wesleyan University
212 College Street
Middletown CT 06457
Tel: 344-0371

Connecticut Student Loan
Foundation
Vincent J. Marocco, President
25 Pratt Street
Hartford CT 06103
Tel: 547-1510

San Juan Center
Mara Campis, Director
Talent Search
1293 Main Street
Hartford CT 06103
Tel: 522-2205

Federal Student Information
Center
Tel: 301-984-4070

APPENDIX "I"

RESOURCES FOR FINDING
CHILD CARE IN CONNECTICUT

1. STATE OF CONNECTICUT
OFFICE OF CHILD DAY CARE
1179 Main Street
Hartford CT 06101
566-2893

2. STATE OF CONNECTICUT
DEPARTMENT OF HUMAN RESOURCES
OFFICES AND 'SUB' OFFICES
PROVIDING CHILD CARE ASSISTANCE

Hartford
3580 Main Street
Hartford 06120
Tel: 566-3737
566-3833
566-3675

Manchester
330 Broad Street
Manchester CT 06040
Tel: 647-1441
(ask for Day Care)

New Haven
194 Bassett Street
New Haven CT 06511
Tel: 789-7637

Bridgeport
434 State Street
Bridgeport CT 06603
Tel: 579-6378

Waterbury
79 Linden Street
Waterbury CT 06702
Tel: 573-1211

Stamford
1642 Bedford Street
Stamford CT 06905
Tel: 357-8144

Norwalk
98 South Main Street
South Norwalk CT 06854
Tel: 853-7493

Danbury
405 Main Street
Danbury CT 06810
Tel: 797-4026

Norwich
279 Main Street
Norwich CT 06460
Tel: 889-2351
(ask for Day Care)

New Britain
233 Main Street
New Britain CT 06051
Tel: 827-7169

APPENDIX "I" (cont'd)

CONNECTICUT DEPARTMENT OF HEALTH SERVICES

CONNECTICUT DEPARTMENT
OF HEALTH SERVICES
MATERNAL & CHILD HEALTH
DAY CARE LICENSING
150 WASHINGTON STREET
HARTFORD CT 06106
566-2575

THE FOLLOWING ARE THE ADDRESSES AND TELEPHONE NUMBERS OF FOUR
REGIONAL DAY CARE SPECIALISTS OF THE DEPARTMENT OF HEALTH SERVICES:

SOUTHEASTERN Region
Day Care Specialist
CT Department of Health Services
401 West Thames Street
Norwich CT 06360
889-8341

SOUTHWESTERN Region
Day Care Specialist
CT Department of Health Services
44 Old Ridgefield Road
Wilton CT 06879
762-8301

SOUTHCENTRAL Region
Day Care Specialist
CT Department of Health Services
Coram Road
Laurel Heights (REAR)
Shelton CT 06484
735-9513

NORTHCENTRAL Region
Day Care Specialist
CT Department of Health Services
Maternal & Child Health
151 Washington Street
Hartford CT 06106
566-2575

EARLY LEARNING-HEAD START
PROGRAMS IN CONNECTICUT

Head Start programs offer early learning for pre-school age
children whose parents meet low income eligibility requirements.
See the list of Head Start "Grantees" below and contact the
agency nearest you for further information.

BRIDGEPORT
Action for Bridgeport
Community Development, Inc.
815 Pembroke Street
Bridgeport CT 06608
366-8242

DANIELSON
Windham Area Community Action
Program, Inc.
32-34 Broad Street
Danielson CT 06239
774-0400

DANBURY
The Community Action Committee
of Danbury, Inc.
66 North Street
Danbury CT 06810
744-4700

DERBY
Training, Education and
Manpower, Inc.
256 Main Street
Derby CT 06418
735-8705

Head Start "Grantees" Cont'd:

HARTFORD

Community Renewal Team of
Greater Hartford, Inc.
3580 Main Street
Hartford Ct. 06120
278-9950

JEWETT CITY

Thames Valley Council for
Community Action, Inc.
1 Sylvandale Road
P.O. Box 215
Jewett City CT 06351

LITCHFIELD

R.E.S.C.U.E.
R.R. #2 Goshen Road
Litchfield CT 06759
567-0363

MERIDEN

Meriden Community
Action Agency
178 State Street
Meriden CT 06450
235-0278

MIDDLETOWN

Community Action for Greater
Middletown, Inc.
P.O. Box 28
158 Main Street
Middletown CT 06457
347-4465

NEW BRITAIN

New Britain Human Resources
Agency
136 West Main Street
New Britain CT 06052
225-8601

NEW HAVEN

Department of Human Services
Human Resources Administration
One State Street
New Haven CT 06510
225-8601

SOUTH NORWALK

Norwalk Economic Opportunity
NOW, Inc.
33 South Main Street
South Norwalk CT 06854
854-1800

STAMFORD

Committee on Training and
Employment, Inc.
137 Henry Street
Stamford CT 06901
327-3260

WATERBURY

New Opportunities for
Waterbury, Inc.
232 North Elm Street
Waterbury CT 06704
757-1241

WEST HAVEN

West Haven Community House
Association, Inc.
227 Elm Street
West Haven CT 06516
934-5221

APPENDIX "I"(cont'd)

TAX CREDITS FOR EMPLOYER-SPONSORED
CHILD CARE

In 1981, Connecticut passed a law (Public Act 81-100), amended in 1983, extending tax credits to employers who build, rennovate or acquire child care facilities primarily for the children of their employees. A tax credit of 40% up to \$70,000 is allowed for such a facility. For further information contact the:

STATE OF CONNECTICUT
PERMANENT COMMISSION ON THE STATUS OF WOMEN
90 WASHINGTON STREET
HARTFORD CT 06106
PHONE: 566-5702

OR

STATE OF CONNECTICUT
OFFICE OF CHILD DAY CARE
1179 MAIN STREET
HARTFORD CT 06106
PHONE: 566-2893

APPENDIX "J"

PCSW INFORMATION & PUBLICATIONS

Publications produced by the Permanent Commission on the Status of Women (90 Washington Street, Hartford CT 06106) include:

WOMEN'S JOB RIGHTS AND HOW TO USE THEM

Summarizing state and federal laws prohibiting sex discrimination in employment. Spanish language version available.

PREGNANCY AND YOUR JOB RIGHTS

Explains the legal rights of pregnant workers. Spanish language version available.

YOUR NAME: HOW TO KEEP IT OR GET IT BACK

Regarding the use of marriage or pre-marriage name.

CLERICAL WORK: A MANUAL FOR CHANGE

Analysis of the PCSW survey of clerical workers with recommendations toward improving the status of people in office jobs.

DO YOU WORK IN SOMEONE'S HOME?

Explains the job rights of paid household employees under state and federal minimum wage laws.

24 HOUR HELP: EMERGENCY RESOURCES FOR CONNECTICUT WOMEN

List of emergency services available on a 24-hour basis to assist women of spousal abuse, child abuse, and sexual assault.

MARITAL DISSOLUTION: THE ECONOMIC IMPACT ON CONNECTICUT MEN AND WOMEN

A report of the PCSW survey, findings and recommendations concerning the economic impact of marital dissolution in Connecticut.

NON-TRADITIONAL JOBS FOR WOMEN: A RESOURCE GUIDE FOR CONNECTICUT WOMEN AND CAREER COUNSELORS

This booklet is designed to inform young and adult women and their career counselors about opportunities in occupational areas that they may not have thought of, or not be familiar with, and identify ways to become prepared for and seek training.

* These publications are furnished free upon request.

OTHER USEFUL SERVICE PUBLICATIONS

This list of booklets is available free from The Connecticut Women's Educational and Legal Fund, (CWEALF).

1. Women and Credit in Connecticut
2. Bulletin on Legal Rights
3. Women and Equal Credit Opportunity
4. Women, Work, and Sex Discrimination
5. Legal Bulletin: Maternity Leave
6. Sexual Harassment in the Workplace
7. Title IX: Know Your Rights
8. Rape and the Law
9. How to Choose an Attorney
10. Divorce in Connecticut
11. Pro-Se Divorce Kit

Call or Write:

Connecticut Women's Educational and Legal Fund (CWEALF)
22 Maple Avenue
Hartford CT 06114
247-6090

Connecticut Women's Educational and Legal Fund (CWEALF)
614 Orange Street
New Haven CT 06511
865-0188

APPENDIX "L"

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- U.S. Department of Labor Employment and Training Administration, Apprenticeship Training: Sure Way to a Skilled Craft, Washington, D.C. (8 pages), 1974
- U.S. Department of Labor Bureau of Labor Statistics, Occupational Outlook Handbook, 1982-83 edition.